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BILL DRAFTING MANUAL

Legislative Counsel Bureau
State of Nevada

September 15, 1966

BULLETIN NO. 65

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BILL DRAFTING MANUAL

Prepared by
the
Legal Division
of the
Legislative Counsel Bureau
State of Nevada

Room 45, Capitol
Carson City, Nevada 89701

September 15, 1966

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Preface

This is Nevada's first effort in the preparation of a formal bill drafting manual. It is the result of many years of experience in working with the legislature, and its instructions and procedures have evolved from practical usage, from trial and error, from numerous "dry runs" and discarding unsatisfactory methods in favor of better ones. Manuals of other states have been studied and have served as the source of suggested scope and format. Procedures developed exclusively in Nevada have been added.

It is intended to coordinate the multitude of individual processes required from start to finish of the preparation of a bill or resolution into a smooth production line, in order finally to achieve speed with accuracy, completeness and legal validity. There are instructions for each affected staff member covering his particular function, and the parts of the manual dovetail to provide complete information on overlapping procedures.

The instructions, with the samples at the back of the manual, provide the basis for drafting and clerical production of legislative measures in uniform style and form, with suggestions for methods of research and sources of information, and, it is hoped, with flexibility to meet the variety of requests encountered during a legislative session.

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1. General Instructions; Office Rules and Policy.

The legal division of the legislative counsel bureau provides bill drafting and legal research services for legislators and drafts bills for all state agencies, the justices of the supreme court and district judges, and the governor.

The confidence and trust of legislators and the many officials whom we serve can only be maintained by the observance of the utmost discretion in revealing any information which comes to the ears of any staff member. The law states that the staff of the legal division "shall not oppose or urge legislation, nor shall they reveal to any person outside thereof the contents or nature of any matter which has not become a public record, except with the consent of the person bringing such matter before them."

It follows that all work papers, drafts, typing in progress, and completed but undelivered work should be kept out of sight in files or desk drawers overnight, and suitably concealed from public view during working hours.

The policy of the legal division is to produce as fine a finished product in all respects as possible. Standards of quality begin with the contents of a bill or resolution, which must be legally sound, as well as orderly, well written and consistent. In addition, the typing must be entirely accurate, and the bill or resolution, when ready for introduction, must present a symmetrical and pleasing appearance. The necessity for exact reproduction of draft and statutory language cannot be over-emphasized.

Speed, as well as accuracy, is essential. Working hours are long, and employees are expected to hold themselves in readiness for overtime work whenever required during a legislative session. Because of the legislative schedule, the legal division produces much of its work after 5:00 p.m. and on weekends. Lawyers are cautioned to make draft copy neat and legible, for sloppy and unreadable copy causes typing errors and slows production materially.

Unfortunately, crowded working conditions during a legislature are unavoidable. To avoid disturbing fellow employees, conversation should be kept at a minimum; business discussions should be conducted quietly at one desk and not shouted across a room; personal telephone calls should be restricted to emergencies only; coffee breaks should be taken at each employee's own desk. Proofreading is almost impossible in a noisy room.

Requests for bill drafting service are taken personally by the legislative counsel, the chief deputy legislative counsel, or a bill drafter if specifically assigned that duty. Bill drafting request forms are provided legislators for the purpose of making such requests in writing. The legislative counsel records information pertinent to each request on a "BDR worksheet," which states what the bill requester wants to do and will usually contain the legislative counsel's suggestions as to how to do it. Sometimes the requester can give only the general objective of his bill, in which case the draftsman will have to analyze the problem or confer further with the legislative counsel or chief deputy legislative counsel. The legislative counsel will, if pertinent or available, include on the BDR worksheet:

(a) Citations to similar legislation from some other state.

(b) Other sources of helpful comparative information.

(c) Citations to constitutional or statutory provisions and case law affecting or which will be affected by the proposed bill.

(d) A prepared draft, when offered by the requester.

The information on the BDR worksheet will serve as an aid to the bill drafter, but cross-checking and additional research are to be done as required.

As stated above, the law prohibits bill drafters from opposing or urging legislation. Personal ideas and interpretations of objectives and policies of requested bills may not be injected by the drafter, for it is his function to translate the requester's idea into a well-drafted bill by devising sound statutory language in proper form to express the exact principles and objectives of the sponsor. However, it is the obligation of the bill drafter to call to the legislative counsel's attention any constitutional or other legal objections to the proposed bill discovered during the course of the drafter's research, so that the requester can be informed.

Specific and detailed instructions follow concerning each step in the construction and completion for delivery of the bills, resolutions, amendments and reports for which the legal division is responsible.

2. Definitions of Terms; Abbreviations and Symbols.

ACT.....An act is a bill which has been passed by both houses of the legislature and signed by the governor, or which if vetoed has been passed over the governor's veto. Synonym: statute.

AMENDATORY BILL.....An amendatory bill changes existing law by any one or a combination of the following: Adding words to or deleting them from the statute; adding new sections to the statute; repealing portions of the statute. Changes in the general law are achieved by reference directly to Nevada Revised Statutes, while other amendatory bills relate to the session laws (Statutes of Nevada). In appropriate cases, the two types of changes may be combined in one bill.

AMENDMENT.....An amendment is an alteration proposed to be made in a bill, resolution, joint resolution or concurrent resolution after its introduction in the legislature by adding to, substituting in or deleting from the measure.

BDR CARDS.....BDR cards are forms containing cross-referenced information concerning each bill or resolution produced, including the legal division's BDR number, the bill or resolution number assigned upon introduction, names of requester and introducer, indexing information, and final legislative disposition of the bill. A BDR card is prepared by a clerk for every bill and resolution and subsequently filed by BDR number and posted daily.

BDR NUMBERS.....BDR numbers are legal division file numbers assigned to bills and resolutions drafted, appearing in the upper right corner of BDR (bill drafting request) worksheets. The numbers on the right of the dash refer to sequence of receipt of

requests and run consecutively from 1 up. There are no duplications of the right-hand numbers. The numbers or symbols on the left of the dash, if any, indicate the type of measure and what part of NRS, if any, is amended. For example:

BDR 2-104 ("2" means Title 2 of NRS)
BDR C-240 ("C" means the Nevada constitution, always amended by joint resolution)
BDR S-104 ("S" means special or local)
BDR 139 (No lefthand symbol; refers to all resolutions other than joint resolutions for Nevada constitutional amendments)

BILL.....A bill is a proposed law as introduced in the legislature. The bill does not become a statute until passed by both houses of the legislature and signed by the governor or passed over his veto. A bill can be any one or a combination of the following:

Amendatory bill--a bill which changes language, provisions or meaning of existing law. Such changes can be made by deletion, addition or repeal, or any combination thereof.

New bill--a bill consisting of entirely new language and subject matter, which adds to existing law.

Repealer--a bill which repeals or nullifies existing law.

BILL CONTROL CARDS.....Bill control cards are the means by which conflicts in the law are prevented during the course of enactment of new legislation. A bill control card is prepared at the time the measure is typed for every section, chapter or Title of Nevada Revised Statutes affected by amendment, repeal or addition, as well as for every section of the Nevada constitution. The

control cards are filed so that identical numbers fall together, and are posted as measures progress through the legislative process. Thus potential conflicts appear immediately, and necessary changes are made before legislation can be passed in error.

CHAPTER.....Chapter may refer to a statute as embodied in a volume of session laws, thus: chapter 4, Statutes of Nevada 1965; or chapter may refer to a subdivision under a Title of Nevada Revised Statutes.

CONCURRENT RESOLUTION...A concurrent resolution may be introduced in either house and must be "concurred in" by the other to become effective. Its purposes are the appointment of joint committees of the assembly and senate, the calling of joint sessions, government of legislative procedure, instituting legislative commission studies, expression of legislative opinion or condolences, direction to state agencies, political subdivisions and officers (although not carrying the force of law), adjournments, and expenditures from the legislative fund.

ENGROSS.....Engross means to proofread the printed copy of a bill or resolution to be sure language is correct and complete and that any amendments are properly inserted.

ENROLL.....Enroll means to prepare a bill or joint resolution in its final form for signature of legislative officers and the governor, and final deposit with the secretary of state. Other resolutions are enrolled for signature of legislative officers and deposited with the secretary of state.

HISTORIES.....Histories are daily records of the introduction of bills and resolutions in the legislature, and their progress step by step toward legislative enactment or other disposition. The histories are printed for every legislative day.

INTERNAL REFERENCE.....An internal reference is a citation within the body of a bill to another section or part of the bill; a citation within the text of a statute to another section or part of the statute; or a citation within an NRS section to a Title, chapter or other section of Nevada Revised Statutes. In addition, there are internal references within sections to subsections and paragraphs within the same section.

JOINT RESOLUTION.....A joint resolution constitutes an action of the whole legislature, and is used for the purpose of proposing amendments to the Nevada constitution, ratifying amendments to the United States Constitution, conveying expressions of opinion to the President, the Congress and various federal officers and creating interim committees.

JOURNALS.....Journals contain an account of all regular legislative proceedings and are printed after each legislative day.

LEADLINE.....A leadline is a short summary at the beginning of a section of its subject matter. In Nevada Revised Statutes, leadlines are not a part of the law but are inserted after enactment by the legislative counsel. Leadlines are sometimes included in the text of the law in special and local legislation.

LOCAL ACT.....A local act governs individual political subdivisions or localities of the state but does not affect them as a class. Local acts are not included in Nevada Revised Statutes but appear in the session laws.

NRS.....NRS is the abbreviation used to cite Nevada Revised Statutes.

NEVADA REVISED STATUTES.....Nevada Revised Statutes is a current compilation of Nevada statutes of a general nature, and does not include local or special laws. NRS is divided by subject matter into 58 Titles, then into chapters and sections. Sections are uniformly broken down further into subsections, paragraphs, subparagraphs and sub-subparagraphs. The following sample section illustrates the NRS section outline:

00.000 Sample of NRS outline form.
This is a sample NRS section, which can be broken down as follows:
1. This is a subsection.
2. Subsections are numbered with Arabic numerals.
(a) This is a paragraph.
(b) Paragraphs are designated by small letters in parentheses.
(1) This is a subparagraph.
(2) Subparagraphs are designated by Arabic numerals in parentheses.
(I) This is a sub-subparagraph.
(II) Sub-subparagraphs are designated by Roman numerals in parentheses.

PARAGRAPH.....See NEVADA REVISED STATUTES.

RESOLUTION.....A resolution (or simple resolution) may be initiated and passed in one house only. It may express condolences, memorials and opinions of the single house, make expenditures from the legislative fund, appoint attaches and name committees, or make rules of procedure, all affecting the house of origin of the resolution only.

RULES.....The rules of each house govern its own proceedings and are formulated and approved by resolution of the house affected. Joint rules, regulating proceedings in both houses, are adopted or changed by concurrent resolution.

SECTION.....A section is a subdivision of a chapter of the session laws (Statutes of Nevada); or it is part of a chapter of Nevada Revised Statutes. See NEVADA REVISED STATUTES.

SESSION LAWS.....The session laws constitute all the enactments of any given legislative session, including general, local and special acts, as well as joint, concurrent and simple resolutions. Each act is assigned a chapter number and is identified by citing the session laws by year, thus: Chapter 5, Statutes of Nevada 1965.

SPECIAL ACT.....A special act applies only to a specific person, place or thing and does not have a general effect upon a class or segment of the population or government or upon the state as a whole. Special acts are not included in Nevada Revised Statutes but appear in the session laws.

STATUTE.....A statute is a bill which has been passed by both houses of the legislature and signed by the governor, or which if vetoed has been passed over the governor's veto. Synonym: act.

STATUTES OF NEVADA.....See SESSION LAWS.

TITLE.....A Title is one of 58 subdivisions of Nevada Revised Statutes, each dealing with a different subject. (The title [written lower case] of a bill is dealt with in Part 5 of this manual.)

SUBPARAGRAPH.....See NEVADA REVISED STATUTES.

SUBSECTION.....See NEVADA REVISED STATUTES.

SUB-SUBPARAGRAPH.....See NEVADA REVISED STATUTES.

SYMBOLS.....Symbols are abbreviations of standard bill drafting language employed by bill drafters in the preparation of legislative measures and amendments for typing, and translated by typists into their complete

and standard form when preparing a bill for introduction. Symbols are specifically listed in appropriate bill drafting and typing instructions.

3. Writing Procedure; Sources; Reference Material.

(a) Preliminary considerations. Before commencing the actual construction of a bill, the drafter should determine:

(1) The purpose of the bill. The purpose of the bill must be to accomplish exactly what the sponsor wants, and the function of the bill drafter is merely to devise appropriate statutory language in proper form to arrive at requested objectives--never to supply substance or policy of a bill.

(2) Constitutionality of the proposal. Before proceeding further, constitutional requirements must be given careful consideration. Some constitutional problems are brought to the attention of the drafter by the legislative counsel when he prepares the BDR worksheet. However, the most complete attention of the drafter should be given to any additional constitutional research which is indicated in the course of the preparation of the bill. If the drafter finally determines that questions remain unresolved and he has reservations about the constitutional acceptability of his draft, he must prepare a memorandum to the legislative counsel which will accompany his completed draft when it is submitted for approval. If alternatives appear, the bill drafter should make appropriate suggestions.

(3) Existing law affecting the proposal. Thorough reference should be made to other statutes relating to the subject matter of the proposed bill, which might have an effect on its final construction or interpretation or which will need amendment as a result of the contents of the new proposal. Aids in such preliminary research are the cross references at the beginning of each NRS chapter, the Title outline at the beginning of NRS, chapter outlines and the general index to NRS, Annotations to Nevada Revised Statutes, and the Nevada Digest (the latter two providing case law and various supplementary legal references).

Federal laws establishing standards for state welfare, health, education, highways and which may prevail over state law in some other areas may serve as a limit on the power of the state legislature to act; and careful attention should be given to such federal standards when drafting legislation which may possibly be affected by them.

(b) Anticipated compilation in Nevada Revised Statutes. In order to be able to anticipate the eventual classification and arrangement by the legislative counsel of the contents of a bill affecting general law into Nevada Revised Statutes, thorough familiarity with the classification system used in NRS and with its outline system is essential. Subheads and sub-subheads within chapters should not be forgotten. Sometimes the repeal of an existing section and the enactment of a substitute section will facilitate its transfer from one chapter to another or from one subhead to another.

(c) Analysis of bill's contents; outline.

(1) Purpose of bill; method of construction. After doing necessary preliminary research, the bill drafter should visualize the elements of the proposed bill. While the bill may embrace only one general subject, the objective may be reached by any one or a combination of the following: Creating new law, amending existing law, or repealing existing law.

If there is no existing law which can be amended to accomplish what is desired, the bill will take the form of a new statute, which may impose duties, confer powers, grant privileges, decree prohibitions, prescribe penalties, make appropriations, state legislative policy, or include other requirements pertinent to its purpose.

If there are existing statute sections relating to the subject of the bill, they may be amended to accomplish the objective of the sponsor. Regardless of the source used by the bill drafter in preparation of amendatory language, care should be taken to avoid inconsistencies and conflicts with unamended portions of the law, and new language should be made compatible with that used in the statute being amended.

When a combination of new sections, amendments and repeals is to be used, the bill drafter should have in mind before commencing the draft the specific statutes or parts of statutes to be amended or repealed and what new language is to be added, as well as its location in the law, and all internal references, cross references, errata and the general index to NRS should be checked as required to be sure that other acts or sections are amended or repealed if necessary, and minor corrections are made.

(2) Outline of bill. It is recommended that a mental or written outline of the contents of the bill be formulated at this point in its preparation, which will show the results of the preliminary analysis and present a cohesive picture to the drafter before he attempts to write the bill in final form. Although all bills, because of the large variety of their provisions and purposes, cannot fit a set mold, a general pattern of arrangement can usually be followed. Instructions concerning arrangement of the elements of a bill are contained in Part 5.

(d) Writing the bill. Following the prepared outline, the bill drafter should now write a first draft. Particularly in working with a long and complicated bill, it is unwise to try to incorporate correct form and style or other small details in a first draft--concentration should be given almost entirely to the substance of the measure. When the first draft is complete, it should be rewritten as many times as necessary to:

(1) Achieve clarity of expression, giving careful attention to correct style and grammar, consistency of language, possible interpretations of specific words and phrases. The language employed should say what is is intended to say and cover all aspects of the problem, and possible legal and judicial interpretation of the new statute must be considered.

(2) Arrange the bill's provisions in the most workable and readable order. The rough draft organization of the bill will indicate to the draftsman at this point what improvements may be made.

(3) Insure the bill's constitutionality.

(4) Make certain the new bill does not conflict with or duplicate constitutional or other statutory provisions.

(5) Comply with mechanical, formal and substantive requirements.

When the body of the bill has thus been completed, the drafter should be sure the enacting clause has been included in its proper place, and lastly, he must prepare an appropriate title and summary.

of bill). It is recommended that a staff or

a outline of the contents of the bill be compared to this point in its preparation, which will show the result of the preliminary analysis and promote a coherent posture to the drafter before he attempts to write the bill in final form. Attempts all bills, because of the large variety of tasks provisions and procedures, cannot fit a set mold, a general pattern of arrangement can usually be followed. Therefore some certain arrangement of the elements of the bill are contained in item 5.

5) Preparing the bill. Following the prepared outline, the bill drafter is able to write a first draft. Particularly on working out a long and complicated bill, it is usually necessary to insert portions from and refer back to other parts of the bill. Each section should be given a tentative number at the beginning. Then the final order is established, it should be possible to renumber on one occasion.

6) Achieve clarity of expression, leaving control of substance to policy officials and Congress, consistency of language, precision in interpretations of words and phrases. The language employed should be what is intended to say and cannot all be words of the statute, and conform to legal and judicial interpretations of the law should be considered.

7) Assure the bill's constitutionality.

8) Avoid certain the new bill does not conflict with or duplicate constitutional or other statutory provisions.

9) Each body of the bill has been completed, the drafter should be sure the preceding outline has been incorporated in its proper place, and lastly, he must provide an appropriate title and summary.

(e) Legal or constitutional objections to the bill. It is sometimes necessary to prepare a bill for introduction despite the existence of legal conflicts or unconstitutionality of its provisions. In such an instance, the bill drafter must include with his draft when it is submitted to the legislative counsel for final approval a memorandum containing any such objections discovered during the drafting process, accompanied by suitable citations to statute, constitution and case law, to be used by the legislative counsel in communicating with the requester of the bill.

(f) Preparation of copy for typist; time savers.

(1) Sections on separate sheets. Place each section of the bill on a separate sheet of paper until a cohesive draft is prepared. Sections and bill parts can thus be shuffled and rearranged as research and construction proceed without the necessity for rewriting or extra cutting and pasting. Such procedure is also helpful in the preparation of the preliminary outline, allowing the draftsman to attain the logical order of the parts of his bill by arrangement of the separate sheets. After a complete draft has been prepared, extreme care should be taken to change references within the bill to other sections of the same bill when location of sections in the draft is changed. Ideally, sections should not be numbered and internal references should not be filled in until shuffling has been done.

(2) Clipping; placement of copy; instructions to typist. Loose-leaf NRS pages are on file to be used in draft preparation. Sections are clipped in their entirety and scotch taped to draft pages, thus ensuring use of complete, current and correct statutory language. Brackets for deletion of language and new language are inserted by the draftsman on the clipped sections. Printed copies of bills introduced in previous sessions are similarly used, as well as Xeroxed copies of other material from pamphlets, books and publications, letters and drafts to be used by the draftsman as the result of submitted copy by the sponsor and the draftsman's research.

The necessity for neat and legible copy cannot be overemphasized, and the small time saving achieved by slapdash construction of a draft is more than lost in clerical errors and slow reproduction resulting from illegibility. Scotch tape should be used in small

pieces, never over printed copy (shiny tape is hard on typists' eyes; editor and reviewer cannot write over tape); copy should be placed at least 2 inches from the top of the page (all copy is eventually fastened to file folders with Acco fasteners and cannot be read if copy is too high); instructions to typists concerning inserts, deletions, underscoring and placement of copy in the text must be crystal clear (the typist cannot devine what the bill drafter was thinking, and time-wasting questions are to be avoided by thorough labeling in advance).

(3) Symbols. To save handwriting time, the following symbols are to be used by the bill drafter to indicate standard language. Typists will insert complete clauses upon seeing symbols on the draft in their proper order:

P & A.....This act shall become effective upon passage and approval.

Eff. Apr. 1, 1967.....This act shall become effective on April 1, 1967.

R NRS 402.835.....NRS 402.835 is hereby repealed.

R NRS 402.835, 402.840...NRS 402.835 and 402.840 are hereby repealed.

R NRS ch. 284.....Chapter 284 of NRS is hereby repealed.

A NRS 402.835.....NRS 402.835 is hereby amended to read as follows:

(g) Sources; reference material. The following materials will serve as aids in writing bills:

(1) Other Nevada statutes. A bill may be patterned on an existing Nevada statute, even if the existing statute is not on the same subject. For example, when drafting a bill creating a board to license a particular profession or occupation, the various "standard" provisions in chapters 623 to 651, inclusive, of NRS should be examined.

(2) Bills of past sessions. A bill may be based on a similar bill introduced or prepared for an earlier

legislative session. To find a bill introduced at a previous session, the index in the concluding journal for that session, or in the files by Title (subject matter), is used. Usually it is not worthwhile going back more than two sessions. All amendments to the old bill should be checked to be sure that all statute references and dates appearing in the draft or old bill are made current, if necessary. Sometimes the style and substance of the old draft can be improved.

(3) Bills of current session. As the session progresses and the number of bills introduced increases, it becomes more and more important to check the weekly bill index in the histories of the current session for identical or similar bills. If an identical or similar bill has already been introduced in either house, the BDR worksheet will usually so indicate. If not, that fact should be called to the attention of the legislative counsel.

The particular legislative committee that has a bill or whether a bill has passed one or both houses is indicated in the daily histories of the assembly and senate. These daily histories contain detailed information on the progress of bills through the legislature.

(4) Laws and bills of other states. If similar legislation has been presented in another state, the bill (or statute, if enacted) from that state is usually very helpful. There may be several states with laws or bills on the subject. A comparison of them invariably proves fruitful.

In following a draft from another state, the draftsman should change it throughout to conform to Nevada laws and terminology. Copies of bills of other states are usually furnished promptly by the legislative service agencies of those states. The text of the law of any other state is in the state law library.

(5) Uniform and model acts. The kind of bill required may have been prepared by the National Conference of Commissioners on Uniform State Laws. The Conference prepares Uniform Acts, which are intended, for the most part, to be followed exactly. The text of any approved uniform law is in Uniform Laws Annotated, which is available in this office.

Model Acts, which are intended merely as guides for legislation in which uniformity is not necessary, come from a variety of sources. Some of these are available in this office.

Draftsmen should be familiar with an annual publication of the Council of State Governments entitled Suggested State Legislation. Copies are available in this office.

(6) Consultation with experts. Sometimes the bill drafter will not be familiar enough with a particular field to be able to determine the practical effect of a proposed procedure or change in the law. In these cases, if the legislative counsel consents and time permits, consultations with experts in the field affected are helpful. If the bill affects a governmental or state agency, a conference may be had with an appropriate representative of that agency.

(7) Requests in form of prepared drafts. Frequently a bill request will be accompanied by a prepared draft. In such cases, unless instructed otherwise, the bill drafter's function is to check the draft for accuracy and consistency with other laws and to make necessary changes and corrections to conform to NRS order and form. Changes having no purpose other than to substitute the drafter's preference in expression should be avoided. In some instances the request form will allow more discretion in revising the draft.

(h) Library and legislative counsel bureau facilities. The bill drafter is required to be thoroughly familiar with the research and reference tools available in the state law library. Upon request, the law library will often be able to obtain copies of required materials and can do a limited amount of research. Studies and reports made by other states or private agencies containing comparative legislation and expert opinion and statistics can often be acquired in this manner; and some are available in the library of the research division of the legislative counsel bureau. The staff of the research division is available to aid bill drafters when extensive gathering of statistics and information is required. The Council of State Governments is an excellent source of legislative information.

In addition to the facilities of the law library and the research division, the legal division has the following materials and publications available to the bill drafter:

Annotations to Nevada Revised Statutes
Bill files (previous sessions beginning 1953)
California Jurisprudence 2d
Deering's California Codes Annotated
Journals and histories of previous legislative sessions
Legislative material research files, by NRS Title
Mason's Manual of Legislative Procedure
Model Acts
Nevada Digest
Nevada Reports
Rules of Senate and Assembly and Joint Rules
Statutes of Nevada (session laws)
Uniform Laws Annotated
United States Code Annotated

The legal staff is required to read carefully the preface to Nevada Revised Statutes, for it contains basic and essential background information of value in drafting bills.

(i) Summary and checklist. Following is a checklist which will be helpful to the bill drafter, particularly the novice, in achieving efficiency in drafting complete and correct legislative measures. At least until thorough facility is attained, it is well to run through the checklist after each project is completed to be sure all details have been remembered. Specific instructions are contained elsewhere in this manual.

Is the appropriate type of measure used?
Is the measure drafted in accordance with the provisions of the constitution?
Is the bill limited to one subject?
Does the title of the bill properly express the subject and is it in proper form?
Does the summary restate briefly the bill's contents and include the BDR number?
Is the enacting clause included?
Are definitions employed where feasible?
Are sections short and concise, each dealing with a separate part of the subject?
Are the bill's provisions compatible with existing law and logically integrated?
Are the provisions of the bill in proper sequence?
Has eventual compilation in Nevada Revised Statutes been considered?
Are all conflicting statutes adjusted by specific amendment or repeal?

(more on next page)

Are statutory citations accurate?
Are internal references to other sections within the bill correct?
Have internal references to other NRS sections and statutes, as well as errata, been checked?
Is the effective date of the bill logical?
Will the measure accomplish what was requested--no more, no less?
Have ambiguities been eliminated and conflicts resolved?
Is the wording clear and understandable?
Are the titles of public officers, agencies, institutions and funds correct?
Has proper form and style been used?
Have any remaining constitutional or legal objections been researched and a memorandum attached to the draft?
Has the BDR worksheet been completed?

4. Internal References.

Whenever amending or repealing an existing NRS section or chapter, the bill drafter must refer to the "internal reference file." The internal reference file contains cards for each reference in an NRS section to any other NRS section, chapter or series of NRS sections. Following is the form of a card in the internal reference file:

```
160.100

        Referred to in 160.120
                       160.140
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For any NRS chapter, the "series" reference cards are filed in front of the other cards for that chapter. Consequently, when amending or repealing a particular NRS section, the bill drafter must check in the internal reference file not only for the specific number of the NRS section to be amended or repealed, but also for any "series" references which include the specific NRS section.

Where a reference is made in an NRS section to another NRS chapter, an internal reference card is made containing, for example, "Ch. 138" on the lefthand side of the card.

The internal reference cards for the Nevada constitution are found at the back of the file, along with references to NRS Titles and NRCP. Additional cards will be placed at the back of the file when NJRCP, DCR and SCR are cited in NRS.

The internal reference file also contains cards that are intended to alert the researcher to the fact that an NRS section contains a typographical error or an error made in revising or in compiling the section. These cards are in the following form:

```
41.160 ERRATA

     The word "contractor" in first
     line of text should be
     "contract".
```

When an internal reference card in this form is found, the noted error should be corrected when the bill is prepared.

The bill drafter is cautioned to use a minimum number of internal references when writing new language. Every such reference requires later bookkeeping and checking, and often internal references necessitate the amendment of sections containing them at subsequent sessions. If a separate provision can be conveniently included instead of the use of a reference, the time and chance of error saved in subsequent record-keeping, compilation, and legislative mechanics more than outweighs the small extra effort required to include necessary language in a draft.

5. Bills: Construction; Parts; Arrangement.

(a) Parts of a bill; construction and contents; typical language. A bill consists of a summary, a title, an enacting clause, the body of the bill (which may contain definitions, a short title, a statement of purpose, both new and amendatory provisions, penalties, a savings or "grandfather" clause, a severability clause, may make appropriations and repeal other laws), and an effective date. The various parts are set forth below, in the order in which they usually appear in a bill, with brief explanations of their contents and samples of typical language used.

(1) Summary. A summary is a brief, concise synopsis of the contents of a bill. It is a guide to the layman and legislator and is not a part of the law. Since the summary is not amended during the course of a bill's progress through the legislature after introduction, it should be general enough to avoid being misleading if additions and deletions are made to and from the bill after it is introduced. It follows that amounts of money, time, and NRS citations should not be included. As an aid to the legal division staff, the BDR number of the bill is always included in parentheses at the end of the summary. The summary is in turn printed in the Daily History giving a record of the bill's progress through the legislature, and is automatically cross referenced in the history to the bill number assigned by the house of introduction. Thus, there is easy correlation between the bill's legislative progress and the bill drafting files. Typical language might read:

===SUMMARY--Makes an appropriation for a science and technology building at Nevada Southern University. (BDR S-164)

===SUMMARY--Allows county commissioners to waive requirement for written notice of intention of school districts to issue bonds. (BDR 34-245)

(2) Title. The Nevada constitution governs the construction of a bill title, and article 4, § 17, of the Nevada constitution reads:

> Sec: 17. Act to embrace one subject only; title; amendment. Each law enacted by the Legislature shall embrace but one subject, and matter, properly connected therewith, which subject shall be briefly expressed in the title; and no law shall be revised or amended by reference to its title only; but, in such case, the act as revised or section as amended, shall be re-enacted and published at length.

There is considerable case law relating to the contents and scope of bill titles, and some confusion exists as to precisely what must be included or excluded and the length required. Bill drafters, in looking at bills from previous sessions, will note that the legal division up to 1965 used a somewhat different method of title construction than is set forth below. However, recent exhaustive research has led to a streamlined approach to this most important problem (a supporting memorandum is available in the research files of the legal division).

Titles are to be brief, but it is essential that they be complete and that the subject matter included does indeed embody all of the contents of the bill. Scrupulous care must be taken to include in the bill itself only one subject. The title must, therefore, contain a brief and complete summary statement of the purpose of the bill; if a penalty is prescribed in the bill, the title must so state; and if an appropriation is made by the bill, that fact must be also included in the title. The phrase "and providing other matters properly relating thereto" serves as an "insurance policy" to include any tag ends which might inadvertently have been left out of the general title statement. The following are samples, correctly punctuated, of typical titles:

===AN ACT relating to crimes and punishments; to harmonize the penalties provided according to the nature of the offense; and providing other matters properly relating thereto.

===AN ACT to amend NRS 361.090, relating to the exemption of veterans from tax on certain property, by adding veterans of the Viet Nam war; and providing other matters properly relating thereto.

===AN ACT to amend chapter 454 of NRS, relating to poisons and dangerous drugs, by adding a new section restricting the use and possession of certain drugs; providing a penalty; and providing other matters properly relating thereto.

===AN ACT making an appropriation from the general fund in the state treasury to the state school construction relief fund.

In amending an act appearing in the session laws, the latest version of the title is copied exactly from the statute book enclosed in quotation marks, its approval date is included, as well as the fact that the act was (if such is the case) subsequently amended:

===AN ACT to amend an act entitled "An Act to incorporate the city of North Las Vegas in Clark county, and defining the boundaries thereof, and to authorize the establishment of a city government therefor, and other matters relating thereto," approved March 27, 1953, as amended.

Note that language, spelling, capitalization and punctuation in the quoted title are copied exactly. If the title of the act being amended is also to be amended, the amendatory title commences: "AN ACT to amend the title of and to amend an act entitled "An Act to incorporate * * *".

(3) Enacting clause. The enacting clause follows the title of the bill, and its omission invalidates the bill. The language of the enacting clause is:

===THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

(4) Body of the bill. In the body of the bill is the active or lawmaking text, the core, of the new law. It may consist of any one or a combination of parts discussion and samples of which follow:

(A) Short title. Typical short title sections might read:

=== Sec. 2. This chapter shall be known as the Highways and Roads Law.

=== Sec. 2. Sections 2 to 20, inclusive, may be cited as the Boat Regulation Law.

(B) Policy, intent or purpose of the legislature. A typical policy section follows:

=== Section 1. The intent of the legislature in the enactment of this act is that it shall be deemed supplementary to and amendatory of chapter 43, Statutes of Nevada 1875, at page 87, entitled "An Act to incorporate Carson City," approved February 25, 1875, as thereafter amended, and known as the Carson City charter, and to provide herein that the qualified voters of Carson City, Nevada, may at the election as hereinafter set forth determine whether the county officers of Ormsby County, Nevada, and the justice of the peace of Carson Township, designated in the preamble hereof, be relieved of their duties as ex officio officers of Carson City, Nevada.

(C) Definitions. Definitions should be used sparingly and logically, for instance to avoid repeating a long official designation over and over in succeeding sections, or to clarify a term which might otherwise be misconstrued. Definitions should not attribute arbitrary meanings to terms merely for the purpose of saving bill drafting time, nor should they be a substitute for the inclusion of complete, clear language where it will best serve the purpose. Definitions should always be arranged in alphabetical order, using separate sections if there are many definitions; two or three definitions, if they are the only ones to be used, may be combined in one section. The form of existing statutes should always be followed where amendments are being added to those already in effect. Once a term has been defined, its shortened version should be used thereafter throughout the bill. The following are typical:

=== Section 1. The following terms, wherever used or referred to in this act, have the following meaning unless a different meaning clearly appears in the context:

1. "Acquire" or "to acquire" includes to purchase, to erect, to build, to construct, to reconstruct, to repair, to replace, to extend, to better, to equip, to develop and to improve a project.

2. "Project" means the buildings, structures and improvements required by the University of Nevada as enumerated in section 2 of this act.

=== Sec. 1. "Director" means the director of the state department of conservation and natural resources.

(D) Main and amendatory provisions. Samples of main provisions follow:

=== Section 1. 1. Notwithstanding the provisions of any other statute, but subject to the provisions of subsection 2, during the fiscal year ending June 30, 1966, upon the recommendation of the chief of the budget division of the department of administration, the governor is authorized to direct the state controller to transfer not to exceed the sum of $51,000 from the moneys appropriated by section 27 of chapter 489, Statutes of Nevada 1965, for aid to the blind or aid to dependent children for the fiscal year ending June 30, 1966, for the support of old-age assistance and medical assistance for the aged for the fiscal year ending June 30, 1966.

2. The transfer of moneys authorized by subsection 1 shall not be effected if the result of such transfer would be to reduce the amounts of assistance granted to recipients of aid to the blind or aid to dependent children.

=== Section 1. Title 16 of NRS is hereby amended by adding thereto a new chapter to consist of the provisions set forth as sections 2 to 7, inclusive, of this act.

[New material added to a Title is not underscored (italicized).]

=== Section 1. Chapter 369 of NRS is hereby amended by adding thereto a new section which shall read as follows:

As used in this chapter:

1. Except as provided in subsections 2 and 3, a retail liquor store is "delinquent" in payment for wholesale liquors when it has failed * * *.

5. As a condition precedent to the exercise of the right to purchase wholesale liquor for cash as provided in NRS 369.230 and 369.470, a retail liquor store which is delinquent under this section shall make monthly payments on the delinquent account of not less than 25 percent of the balance of such account on the date when delinquency first occurred.

[Note underscore of section added to NRS chapter.]

=== Sec. 2. Section 209 of Article XX of the above-entitled act, being chapter 240, Statutes of Nevada 1965, at page 497, is hereby amended to read as follows:

Section 209. Assessment for street intersections.

1. The cost of improvements in street intersections may be segregated.

2. Such cost, * * *.

4. In the alternative, the cost of improving street intersections (including alley intersections) may be treated as one of the costs of any project without separately segregating such intersection cost. In such case the total cost of any project shall be assessed as provided in subsections 1, 2 and 3 of [this section 209] section 201 upon the basis determined without any separate assessment for intersection costs.

[Note use of "Sec." for bill section and "Section" for section being amended.]

=== Sec. 9. NRS 373.170 is hereby amended to read as follows:

373.170 The [resolution or resolutions providing for the issuance of such bonds may contain] ordinance or ordinances may provide for the issuance of such bonds or other securities containing a recital that they are issued pursuant to this chapter, which recital shall be conclusive evidence of their validity and the regularity of their issuance.

(E) Penalties. When the penalty for a violation of the law has been defined elsewhere in the law, it is not necessary to set forth the details in each section specifying the same penalty. For instance, the penalty for a misdemeanor is imprisonment in the county jail for not more than 6 months or a fine of not more than $500. Thus, the penalty section in a new bill may read:

=== Sec. 33. Any person who violates any of the provisions of this chapter is guilty of a misdemeanor.

Penalties may be specifically spelled out as follows:

=== * * * 4. Whoever violates any provision of this section is guilty:

(a) For the first offense, of a gross misdemeanor.

(b) For any subsequent offense, of a felony, and shall upon conviction be punished by imprisonment in the Nevada state prison for not less than 1 nor more than 10 years.

=== Sec. 5. NRS 205.220 is hereby amended to read as follows:

205.220 Every person who shall feloniously steal, take and carry away, lead or drive away the personal goods or property of another, of the value of [$100] $250 or more, except a vehicle as defined in NRS 482.135, shall be deemed guilty of grand larceny, and upon conviction thereof shall be punished by imprisonment in the state prison for any term not less than [2 years] 1 year nor more than [14 years.] 10 years, and may be further punished by a fine of nor more than $5,000.

(F) Savings ("grandfather") clause. A savings clause is used for the purpose of preserving rights and duties already accrued at the time of enacting new legislation, or allowing proceedings already begun to retain their validity and continue to conclusion. Such a clause is often necessary in the regulation of the professions, to avoid penalizing persons already legally in practice but who do not possess the necessary new qualifications, or in financial transactions of political subdivisions or state government where procedural requirements are changed or debts already incurred. The following sample, after enactment, became NRS 631.380.

=== 631.380 All licenses and renewal certificates heretofore issued by the board and in force on March 20, 1951, shall remain in force subject to the provisions of this chapter, and shall entitle the holders to practice their profession as therein designated.

At the time of enactment of chapter 623 of NRS, regulating the practice of architecture, the following provision was included in the act:

=== 2. The board shall grant a certificate of qualification to practice and shall register without examination anyone who was engaged in the practice of architecture in this state on March 28, 1949, provided:

(a) That applicants under this subsection shall present proof of competency and qualifications to the board.

(b) That the application for such certificate and registration shall be made within 1 year after March 28, 1949.

(G) Severability clause. With the exception of the preparation of some Uniform Laws, and unless otherwise instructed on the BDR worksheet, no severability clause is necessary in acts proposing to amend or add material to Nevada Revised Statutes. A general severability clause (section 6, chapter 2, Statutes of Nevada 1957, at page 2) is considered sufficient with respect to general law. However, in the preparation of local and special laws, if a severability clause is desired, the following as a standard severability clause may be used.

=== If any provision of this act or the application thereof to any person, thing or circumstance is held invalid, such invalidity shall not affect the provisions or application of this act that can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

(H) Appropriations. An appropriation bill must always state from what source the appropriation is being made, such as the general fund in the state treasury, the state highway fund or the fish and game fund. The following are samples of only two of a variety of ways in which appropriation sections are worded:

=== Sec. 11. There is hereby appropriated from the general fund in the state treasury the sum of $75,000 to the Eldorado Valley development fund.

=== Section 1. There is hereby appropriated from the general fund in the state treasury the sum of $63.71. The state controller is directed to draw his warrants therefor as follows:

Burton Brown.....$13.03
Erlene W. Isom..... 27.53
Douglas George..... 7.00
Hobart Leonard..... 4.70
Hobart Leonard..... 11.45

The state treasurer is directed to pay such warrants.

(I) Repeals. General repealing clauses are not used ("All acts or parts of acts in conflict herewith are hereby repealed.") It is nearly always possible to be specific in repealing undesirable or conflicting statutes, which eliminates problems of interpretation and possible conflict later on. Typical repealer sections might read:

=== Section 1. Chapter 368 of NRS is hereby repealed.

=== Sec. 10. Chapter 171, Statutes of Nevada 1955, at page 250, entitled "An Act fixing the compensation of the county officers of Humboldt County, Nevada; regulating the employment and compensation of deputies and other employees of officers; repealing a certain act; and other matters properly relating thereto," approved March 22, 1955, is hereby repealed.

=== Sec. 5. NRS 365.415 is hereby repealed.

(J) Effective date. If the bill is to become effective immediately, it should so state ("This act shall become effective upon passage and approval."), or if the sponsor requests a specific date the bill might say, "This act shall become effective on April 1, 1967." However, generally, the specification of an effective date is unnecessary because all bills having no specified effective date automatically become effective on July 1 of the year of the legislative session enacting them.

(b) Typical order of sections in a bill. The following will serve as a guide in the logical arrangement of sections in a bill. Usually, in bills amending NRS an attempt should be made to keep chapters and sections amended in numerical order. Complicated subject matter, necessitating arrangement by topic or other logical segments, may sometimes require departure from this procedure. Common sense will dictate when exceptions to the general rule are to be made.

(1) Short title (if any).

(2) Statement of policy or purpose (if any).

(3) Definitions (in alphabetical order).

(4) Leading principle or objective. This portion of the bill may consist of one or many sections. If it consists of several independent provisions which can be divided into groups of sections, general rules of arrangement should be followed within segments. Any necessary administrative provisions, both defining authority and procedural, should appear at the beginning of this part of the bill, or at the start of each block of sections where they apply.

(5) Subordinate provisions.

(6) Penalties.

(7) Repeals.

(8) Savings ("grandfather") clause (if any).

(9) Temporary and transitional provisions.

(10) Severability clause.

(11) Referendum clause (rare).

(12) Operative and effective dates (if required to be stated).

6. Resolutions.

The legislature may take action, either as a whole or in its separate parts, by means of three types of resolutions--Joint Resolutions, Concurrent Resolutions and Resolutions (those acted upon by one house only). Resolutions do not have the effect of law.

The purposes for which the various types of resolutions are used are enumerated specifically below, and samples are given in Part 12 of this manual and can be found in the session laws. Resolutions of all kinds adhere to a formalized pattern, beginning with a summary (see the definition of a summary in Part 2 of this manual), followed by a title, the preamble, which is a series of "whereas" clauses (usually giving the legislature's reasons for the conclusions of the resolution), an enacting or resolving clause, and legislative conclusions, directions or expressions.

Usually copies of resolutions must be transmitted to designated governmental bodies, organizations or persons, and a separate paragraph specifically instructs the legislative counsel to do so; and if a certified copy (by the secretary of state) is required, the resolution must so state.

(a) Joint resolution. A joint resolution may be introduced by either house, must be approved by both houses, and except in the case of constitutional amendments must be signed by the governor to become effective. A joint resolution constitutes an action of the whole legislature, and is used for the purpose of proposing amendments to the Nevada constitution, proposing or ratifying amendments to the United States Constitution, conveying expressions of opinion to the President, the Congress and various federal officers and the state's congressional delegation, creating interim committees, expressing legislative approval of action taken by someone else or authorizing some kind of temporary action to be taken.

Any joint resolution addressed outside the state, such as to the President of the United States, Federal Government agency, or Representative in Congress, as an expression from the legislature, must be transmitted by the legislative counsel to the proper recipient.

In proposing an amendment to the Nevada constitution by joint resolution, the same procedure is followed in changing existing language as is used in changing the language of existing statutes. The original constitutional section is

copied, with new wording being indicated by underscoring and deleted material being surrounded by brackets. A joint resolution proposing a constitutional amendment, when it has passed both houses of the legislature, is not sent to the governor, but is transmitted to the secretary of state for safekeeping until the following session of the legislature. At that time it is resubmitted, in exactly its original form, to both houses of the legislature; and if it is adopted a second time it is again sent to the secretary of state so that it may be placed upon the ballot at the next general election for approval by the voters of Nevada. The governor at no time signs such a resolution.

Several related amendments to the Nevada constitution may be included in one joint resolution. Forms of such multiple amendments, as well as for amending or repealing only one section, of the constitution are found in Part 12 of this manual.

A joint resolution ratifying an amendment to the United States Constitution quotes the exact text of the amendment in the resolution's preamble. A sample resolution ratifying an amendment to the United States Constitution is found in Part 12 of this manual.

The form of the resolving clause for a joint resolution originating in the senate is:

===RESOLVED BY THE SENATE AND ASSEMBLY OF THE STATE OF NEVADA, JOINTLY,

The form of the resolving clause for a joint resolution originating in the assembly is:

===RESOLVED BY THE ASSEMBLY AND SENATE OF THE STATE OF NEVADA, JOINTLY,

(b) Concurrent resolution. A concurrent resolution may be introduced in either house, must be approved by both houses to become effective, and is not signed by the governor. It constitutes an action of the whole legislature. The purposes of a concurrent resolution may be the appointment of joint committees of the assembly and senate, the calling of joint sessions, government of legislative procedure, instituting legislative commission studies, expression of legislative opinion or condolences, direction to state agencies, political subdivisions and officers, recall of a bill or joint resolution from the governor's office, adjournments, and expenditures from the legislative fund.

The form of the resolving clause for a concurrent resolution originating in the senate is:

===RESOLVED BY THE SENATE OF THE STATE OF NEVADA, THE ASSEMBLY CONCURRING,

The form of the resolving clause for a concurrent resolution originating in the assembly is:

===RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA, THE SENATE CONCURRING,

When congratulations, condolences, or expressions of opinion are directed to specific persons, the concurrent resolution should always provide that the legislative counsel prepare and present the copy to the person designated.

(c) Resolution. A resolution (or simple resolution) may be initiated and passed in one house only and does not constitute an action of the whole legislature. It may express congratulations, condolences, memorials and opinions of the single house, make expenditures from the legislative fund, appoint attaches and name committees, or make rules of procedure, all affecting the house of origin of the resolution only, or it may direct a state agency, including the legislative counsel bureau, to perform some duty.

The resolving clause for a senate resolution is:

===RESOLVED BY THE SENATE OF THE STATE OF NEVADA,

The resolving clause for an assembly resolution is:

===RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA,

7. Style and Grammar; Mechanics.

All bills, whether general, special or local, and resolutions are drafted generally in the style used in Nevada Revised Statutes. Exceptions are made for some special and local bills; but unless otherwise instructed, bill drafters should use the United States Government Printing Office Style Manual, copies of which are available in the legal division offices, as a primary guide. Nevada Revised Statutes themselves serve as a fine example, and the bill drafter is urged to read carefully the Preface to NRS for full background information concerning its organization and the terminology used in referring to its parts. Samples of all types of measures which may be drafted appear in Part 12 of this manual, and the session laws of the last few years will offer further aid, particularly in drafting resolutions.

Although bills are reviewed and edited, bills in good form to begin with save incalculable time of the whole staff in their final production.

(a) Language; brevity. Bills and resolutions should be written as far as possible in simple, readable language, understandable to the layman. English should be clear, dignified and concise; redundancies, awkward phrases and archaic language should be avoided. Obviously a complicated subject cannot be adequately covered if provisions are overcondensed, and a happy medium must be reached wherein subject matter is complete, succinct, accurate and forceful. The bill drafter should constantly keep in mind that statutes are subject to minute inspection and interpretation by the courts and the layman, and the most precise word must be found to fit each circumstance.

An underlying rationale for reasonable brevity is the constitutional requirement that "no law shall be revised or amended by reference to its title only; but, in such case, the act as revised or section as amended, shall be reenacted and published at length." A long statutory section to be changed by amendment in a bill must be repeated verbatim, entailing extra hours of reading, analysis, typing, proofreading, typesetting, and increasing several times over the ultimate chance of error before final passage. In addition, short sections are easily and quickly readable, understandable and interpretable; the same applies to sections adequately outlined and broken down into logical segments. Such a system is employed throughout Nevada Revised Statutes.

While emphasis is placed on the above standards of writing and construction where new language is concerned, the drafter must keep in mind that old statutes have almost certainly been construed by the courts, and unnecessary tampering with existing language should be approached with caution. New language incorporated in such sections may sometimes follow archaic style for the purpose of conformance only, or to avoid argument when the bill is under discussion in the course of its passage through the legislative process.

(b) Consistency. Consistency rather than variety in language, organization and arrangement is a prime rule in good bill drafting. The same word or phrase should be used to denote the same thing throughout a bill; new language should utilize the same terms as are used in the statutes to which it is added; terms defined should be repeated exactly and without variation in all portions of a bill following the definition. Sections similar in substance should be similarly arranged and outlined. By following scrupulously the rule of consistency, the draftsman eliminates to a great extent the danger of misinterpretation and argument over the contents of the bill. The use of synonyms, when repeating the same word will do, merely leads to the possibility of divergent constructions of the language employed.

(c) Preferred and forbidden words and expressions. As a guide to the bill drafter in sentence structure and attaining clarity of expression, following are lists of words and phrases commonly found in statutory language with preferred or desirable substitutes which will aid in good bill drafting.

Sentences should be arranged so as to use verbs in their simplest and most active form (further discussed under paragraph (g)--Grammar below), thus:

Avoid saying:	Say:
give consideration to	consider
give recognition to	recognize
make application	apply
make payment	pay
make provision for	provide for
make an appointment of	appoint
is applicable	applies
is dependent on	depends on
at the time of his death	when he dies
have need of	need
have knowledge of	know

Unless there is some reason (such as the necessity for uniformity in an existing statute) not to use them, the following preferred expressions should be utilized. It will be noted that in most cases the preferred form is the shorter, clearer and exactly to the point.

Avoid saying:	Say:
it is directed	shall
it is the duty of	shall
it shall be the duty of	shall
is authorized	may
is empowered	may
it shall be lawful	may
in case	if
in the event that	if
for the reason that	because
for the purpose of ...ing	to
with the object of ...ing	to
in the interests of	for
hereafter	after this act takes effect
heretofore	before this act takes effect
period of time	period, time
during such time as	while
until such time as	until
per centum	percent
prosecute its business	carry on its business
admit of	allow
suffer (in the sense of "allow")	allow
is able to	can
is unable to	cannot
aforesaid, afore-mentioned, before-mentioned	the, that, or those
said	the, that, or those
same	it, he, or him
party	person (unless referring to party to a suit or action)
and/or	either X or Y or both of them; X and Y or either of them
wheresoever	wherever
whosoever	whoever
whatsoever	whatever
whomsoever	whomever
whensoever	when, if
none whatever	none, no

The following terms and phrases should be avoided altogether. Some are mere surplusage; some are general where specific terms are required; some illustrate redundancies or the use of several words where one will suffice; some are even contradictory.

above (as an adjective)
herein
hereinafter
hereinbefore
provided that
provided further
provided, however,
to wit
authorize and empower
by and with
final and conclusive
from and after
each and all
each and every
order and direct
over and above
full and complete
full force and effect
made and entered into
null and void
sole and exclusive
type and kind
unless and until
any and all
authorize and direct
by and under
desire and require
means and includes
none whatever
shall be considered [or deemed] to be, may be treated as, have the effect of (unless a fiction is intended)
shall be construed to mean

(d) "Person" and "party." The term "party" refers to a party to a legal action and should not be used to denote a "person" carrying out an act or discharging a duty.

(e) "Shall" and "may."

Use "may" when: A right, privilege or power is conferred (unless there is doubt that the right or privilege can be legally enforced, in which case use "is entitled").

Use "may not" when: A right, privilege or power is abridged or prohibited (but to assure affirmative prohibition of an act, use "it is unlawful").

Use "shall" when: The duty to act is imposed.

Use "shall not" when: A prohibition against acting is imposed.

(f) Citing. The following list illustrates correct citation form in bills and resolutions:

(1) Statutes of Nevada.

Statutes of Nevada 1949
chapter 82, Statutes of Nevada 1911
section 1 of chapter 310, Statutes of Nevada 1951
Statutes of Nevada 1947, page 369

(2) Nevada Revised Statutes.

chapter 3 of NRS
NRS 331.105
NRS 331.105 to 331.210, inclusive,
Title 4 of NRS

(3) Federal statutes.

1 U.S.C. § 106b (do not cite U.S.C.A.)

(4) Constitution.

When referring to the constitution of the State of Nevada, the word "constitution" is not capitalized. The word "Constitution" is capitalized in all references to the Constitution of the United States. See the following:

section 3 of article 6 of the constitution of the State of Nevada (use form found in constitution in back of NRS)
the Nevada constitution
constitution (when written alone and referring to the Nevada constitution)
section 2 of article III of the Constitution of the United States
United States Constitution
Constitution (when written alone and referring to the Constitution of the United States)

(5) Court and other rules.

Supreme Court Rule 4
District Court Rule 17
Rule 73(a) of Nevada Rules of Civil Procedure
Rule 73(a) of Nevada Justices' Courts Rules of Civil Procedure

(g) Grammar. The United States Government Printing Office Style Manual contains comprehensive rules of grammar which can be referred to when the occasion arises. The following general directions will be helpful in bill drafting.

(1) Tense and mood. With rare exceptions, because a statute speaks as of the time it becomes operative and continuously thereafter, the present tense and indicative mood can be used. Where a time relationship must be shown, the operative date of the law may become a comparative basis for current, past and future events, facts or actions. Use of the future tense is rarely necessary.

The imperative mood ("shall" and "shall not") should be used only when a command or prohibition is implied; while in mere statements of fact or condition--self-executing provisions--the indicative mood should be used.

Use of the subjunctive should be avoided entirely. The only place in which it appears appropriate in bill drafting is in an occasional resolution, where the subjunctive may fit into the formal and stylized language sometimes employed.

(2) Voice. The active voice should be used wherever possible. It is clearer, more direct, and usually briefer. The use of the active voice automatically locates the principal actor--the person or entity upon whom a power, privilege or duty is imposed--as the subject of a sentence, logically followed by the mandate imposed. Although the passive voice must be used where unidentified principals are involved, or may be employed when to use the active voice would cause awkwardness of construction, the passive should usually be avoided.

(3) Person. Statutes and resolutions should be written in the third person.

(h) Mechanics of amending existing law. NRS 218.310 states that "bills to amend existing general statutes and all bills to enact new statutes of a general, public and permanent nature shall be deemed amendments to NRS and shall contain reference to NRS." Local and special acts are related to the session laws and amended by reference to the titles of previous acts.

(1) Deletions and insertions; use of brackets and underscoring (italics). NRS 218.310 continues as follows:

2. New matter shall be indicated by underscoring in the typewritten or other machine-produced copy and italics in the printed copy except in bills to add new chapters or Titles to NRS and which do not amend existing sections of NRS.

3. Matter to be omitted shall be indicated by brackets in the typewritten or other machine-produced copy, and brackets * * * in the printed copy.

4. In the drafting and printing of bills all matter appearing as omitted and bracketed in previously enacted and printed statutes shall be omitted entirely.

No underscoring is used for any purpose in bill drafting except to indicate new matter to be added to the law.

New material to be inserted follows the closed bracket ending a deletion except in cases where awkward construction or difficulty in reading and interpretation might result. Deletions and inserts should be made with an eye to readability, and an amended section should not look "chopped up." Thus:

Don't do this:

> subsections 1, 2 and 3 of [this] section [78] 70 upon the basis determined without any separate * * *

Do this:

> subsections 1, 2 and 3 of [this section 78] section 70 upon the basis determined without any separate * * *

(2) Use of "Section" and "Sec." All bills are divided into sections, numbered from 1 up consecutively. For the first section, "Section 1." is written out, and the abbreviation "Sec." is used for succeeding sections. The one exception to this rule is found in the amendment of sections of statutes in the session laws. To distinguish between the section of the amendatory bill and the section of the statutes being amended, the amendatory bill section uses the abbreviation "Sec.", followed by the section to be amended using the entire word "Section." Thus:

Sec. 2. Section 49 of the above-entitled act, being chapter 489, Statutes of Nevada 1965, at page 1313, is hereby amended to read as follows:
Section 49. 1. Notwithstanding any other
* * *

(3) Use of "act" and "chapter." The bill drafter should keep in mind the meaning of the terms "act" and "chapter" and precisely what kind of form his bill will take after enactment.

"Chapter" refers to segments of the session laws or Statutes of Nevada; "chapter" also refers to the parts of Nevada Revised Statutes as broken down under Titles. The language employed within an NRS section, whether new or in the process of amendment, should correctly refer to other portions of NRS, including "chapter." The only exception would be where a reference is made to new sections not yet assigned NRS numbers, which reference the legislative counsel will change by insertion of proper NRS section numbers when they are ultimately assigned. Thus:

For a new section being added to NRS:

1. As used in this chapter, unless the context otherwise requires:
(a) "Pest host crop" means * * *

When NRS numbers to be used are not known:

1. As used in sections 3 to 9, inclusive, of this act, unless the context otherwise requires:
(a) "Pest host crop" means * * *

"Act" as used in a bill refers to the bill itself ("this act") or to a previously enacted statute of the session laws. Within an NRS section, either new or in the process of amendment, specific reference is made to portions of "this act" only when proper NRS refereces are not available or in speaking of sections of the bill which do not amend NRS (such as, perhaps, a severability clause). See the above example.

(4) Assignment of NRS numbers. NRS section numbers are not assigned by the bill drafter to new sections added to the code in amendatory bills. Although the draftsman must foresee the possible location of his new sections

in NRS, the actual placement is left to the legislative counsel following the legislative session and when the counsel has before him all enactments resulting from the session. Thus, there is no chance of misplacement or duplication of numbers.

(5) NRS leadlines and sourcenotes. Leadlines which appear at the beginning of each section in Nevada Revised Statutes are not a part of the law and should not be included in amendatory bills. Sourcenotes should be included on the draft copy of the bill for information and easy reference purposes, but should be lined out to indicate to the typist that they are not to appear in the typed bill. In rare instances, there are internal leadlines in the text of an NRS section; these are part of the law and should be included in amending. Special and local acts often have leadlines which are an integral part of the statute; such leadlines should of course be included.

8. Amendments to Bills: Drafting and Typing.

Many defects in our laws, requiring later remedial legislation to correct errors, come about because of failure to exercise the necessary care in writing amendments to an otherwise properly drawn bill. It is the rare series of amendments that lends itself to shortcuts of any kind, and regardless of pressure to hurry and cries for fast production, time should be taken to be sure that every detail has been considered and provided for.

Mechanically, it should be kept in mind that the objects of the language used in the amendment are to (a) indicate clearly to the legislator or other interested reader what the proposed change in the bill is to be; (b) instruct the engrossing and enrolling clerk without possibility of misunderstanding how to alter the printed bill in making up copy to send to the printer so that a revised printed bill can be produced.

The drafter should consider the following in preparation of any series of amendments:

Check the entire bill for sections containing parallel language or provisions which will be affected by the proposed change.

Make sure the change is consistent with existing law.

Check NRS internal references when NRS sections are added, deleted, referred to in text, or materially changed.

Renumber sections of the bill if additions or deletions require it.

Check internal references in the bill to sections and subsections of the bill to be sure numbering changes have not affected references in text. Adjust if necessary.

Amend the title and preamble if required. The summary is never amended.

(a) Brackets and italics. Italic print (shown by underscoring on typewritten copy) is used to indicate additions to existing law, and brackets are used to indicate deletions from existing law. But to amend a bill, which is not yet law, changes are made by instruction, specifically setting forth what wording or punctuation is to be added or deleted, including brackets and underscored (or italic) material.

Brackets may be removed entirely from the bill by stating in the amendatory language used in the amendment to the bill that they are to be removed; and wording can be added by stating in the amendment that quoted material is to be inserted in a certain place. It should be kept in mind that after amendment the bill must still restate existing law in its entirety, with additions shown in italics and deletions made by bracketing. Deletions from new language contained in a bill can be made at will by the amender without the use of brackets, since it is not part of the existing law and will be printed as finally amended in italics.

The product of the amendments should be a reprinted bill correctly changed to incorporate new language or deletions, renumbered and referenced, with proper bracketing and italics affecting the existing law, and a title reflecting accurately the contents of the bill.

(b) Line numbers. Each line in a printed bill is numbered consecutively in the lefthand margin beginning with "1" on each page. Thus, easy reference can be made to any portion of the bill either under discussion on the legislative floor or in the process of preparing a written amendment. In describing the location of the material to be amended in the bill, the drafter refers to: (first) the section of the bill to be amended; (second) the page number of the bill; and (third) the line number or numbers as they appear on the specific page being amended. Without this complete identification, accurate understanding and copy preparation are impossible. Examples of proper descriptive language to be used in locating amendments, including variations and exceptions, appear at the end of this Part 8.

(c) Procedure.

(1) Bill copy used as basis for amendment. The latest printed copy (and there may be any number of reprints) of a bill must be used for amendment. The second reprint will contain changed wording from that which appeared in the first reprint or the original, and if the latest wording is not used, the amendment to the bill will make the bill itself wrong. Line numbers may change in reprints as well, and care should be used to refer to current numbers.

Particularly toward the end of the session, when everyone is in a hurry, hand amendments, inserted in the

engrossed copy of the bill, are sometimes utilized. At this point, care must be taken to check the engrossed copy of the bill to be sure that the latest amendment has been used when making changes.

(2) Amendment blanks and numbering. Amendment blanks are prenumbered consecutively from 1 up. There are no duplicate numbers. Each amendment to each section or bill will appear on a separate blank with a separate number. Thus, A.B. 24 may have amendments numbered 3, 15 and 53. No two amendments will carry the same number, and thus will never be related to the wrong bill.

If an amendment as drafted by this office is not satisfactory and needs to be changed, all copies should be obtained from the legislator or clerical staff in possession of them so that a new numbered amendment may be prepared. This must be done so that there will be no chance that the wrong amendment goes into the official bill or that an unwanted amendment is inadvertently passed.

The drafter does not assign amendment numbers or utilize printed amendment blanks. This is done by the clerical staff.

(3) Clear instructions in amendment text. In drafting amendments to a bill, the objective is to make clear the change to be made in the printed bill. Punctuation marks (including commas and periods) are placed inside the quotation marks ONLY if they are a part of the matter quoted.

Sometimes, in order to make clear where the new material fits into the printed bill it is necessary to indicate both the word before and the word after the material to be inserted. For example, if the word "of" appears twice on page 2, line 17, of the bill, the word preceding and the word following the insertion would be included, or two or three additional words with the one that the insertion is to follow may be employed.

(4) Section numbering in amending. New sections inserted in a bill by way of amendment may require renumbering of other sections in the bill; but, in case of a long bill, extensive additional amendments to renumber sections may be avoided by giving new sections added by amendment numbers like "70.1" or "70.2."

If a section is deleted from a long bill, remaining sections in the bill need not be renumbered if it would require extensive additional amendments. In such a case, the section number is retained with a notation following it, thus:

Sec. 70. (There is no section 70.)

or

Sec. 70. (Deleted by amendment.)

If adequate time is available to the drafter, however, BILL SECTIONS SHOULD BE RENUMBERED by amendment, and internal references thus affected should also be changed as required.

(5) Deletion from bill of unchanged statutory sections. The removal by amendment from a bill of an entire section whose function is the amendment of an existing statutory section does not constitute a repeal of the existing section. Such a deletion merely assures the existing law remaining as it is in the statute book. Such a circumstance occurs when proposed changes to the law appearing in a bill are not desired and must be removed from the bill by amendment. If by deleting proposed changes the section of existing law will be reverted to its original form, there is, of course, no point in leaving it in the bill.

(6) Information to legislature re related, alternative, conflicting amendments. When amendments to the same bill are proposed in the alternative, which would conflict if both were adopted, such information should be shown on the amendment blank in the square provided. This space is utilized to indicate that amendments are related, that an amendment resolves a previous conflict, or for any other information needed by legislators and staff to assure the proper handling of the proposal.

(7) Amending the title and preamble; treatment of summary. AMENDMENTS TO THE BODY OF THE BILL FREQUENTLY NECESSITATE THE AMENDMENT OF ITS TITLE. Ordinarily, amendments to the sections of a bill, one to a page, arranged in order from first to last page of the bill, come first, followed by resulting changes in the preamble, if any, and lastly, changes to the title. The summary, since it is not part of the law, is not amended at any time.

(8) Drafter's initials and date. The drafter's initials and the date of draft appear at the end of the draft copy and on each typed amendment blank.

(d) Samples of typical language used in amending.

(1) Amending the preamble.

Amend the preamble of the bill by deleting on line 4 "the beautification of" and inserting "further renovation and improvement of".

(2) Amending the title.

Amend the title of the bill by deleting on the second line "relating to billboards," and inserting "relating to the beautification of highways and removal of roadside signs,".

or

Amend the title of the bill to read as follows: "An Act to amend * * * and other matters properly relating thereto."

(3) Amending the bill as a whole.

Amend the bill as a whole by adding a new section designated section 3, following section 2, to read as follows:
"Sec. 3. This act shall become effective upon passage and approval."

or

Amend the bill as a whole by deleting section 7.

or

Amend the bill as a whole by deleting section 7, by renumbering section 8 as section 7 and section 9 as section 8.

(4) Amending the body of the bill.

Amend section 1, page 1, line 17, by inserting "the" after "of" and before "state".

Amend sec. 2, page 1, line 13, by deleting the period and adding after "year": "or $200 in any one transaction."

Amend sec. 2, page 2, line 49, by inserting open and closed brackets around "affidavits" and inserting "affidavit" after the closed bracket.

Amend section 1, page 2, by deleting line 22 and inserting: "than common ownership; but the term "contract" shall not refer to a subcontract entered into in good faith with a general contractor of a building or construction contract. This subsection shall not apply to the kinds of".

Amend section 1, page 1, by inserting between lines 23 and 24:

"3. That an affidavit be filed each quarter with the deputy superintendent of public instruction for that educational district, by the clerks of the boards of education of * * *".

Amend section 1, page 1, line 12, by adding after the period following "chapter": "A manufacturer * * *".

Amend section 1, page 2, line 29, by placing a bracket before "the".

or

Amend section 1, page 2, line 29, by inserting open and closed brackets around "the".

Amend section 1, page 2, line 35, by placing a bracket after the period following "extracted" and inserting thereafter: "all parts of the plant Cannabis Sativa L., * * *".

Amend section 1, page 2, line 42, by deleting ", and any" and inserting "or may hereafter apply."

Amend sec. 2, line 2, page 24, by changing the period after "capacities" to a semicolon and adding thereafter "provided the inmates are * * *".

Amend sec. 4, page 2, by deleting lines 1 through 12.

Amend section 1, page 1, line 22, by inserting after the period "Any committee * * *".

Amend sec. 2, page 1, line 24, by inserting after the comma following "reports": "including the actual and * * * employees,".

Amend sec. 2, page 2, line 1, by deleting "$25,000" and inserting "$35,000".

(5) Amending to delete entire section.

Amend sec. 99, page 27, by deleting lines 14 through 32 and inserting:
"Sec. 99. (Deleted by amendment.)"

(e) Symbols used in drafting. To save time and eliminate unnecessary handwriting by the drafter, the following symbols and short forms may be used to indicate standard language to be employed by the typist in preparing final amendments on blanks to be delivered to the legislature:

A.....amend
R.....repeal, repealing
D.....deleting
I.....inserting
22-26.....22 through 26
*l. .....line, lines
p. .....page, pages
§, §§.....section, sections

*This is a lower case letter el. In handwriting a draft, no confusion should result from the appearance of a cursive lowercase letter el and a capital letter I.

Thus, if final copy were to read:

Amend section 1, page 1, line 17, by inserting after "of" and before "state" the word "the".

the drafter would write

A §1 p.1 l.17, I after "of" and before "state" the word "the".

If the final copy were to read:

Amend section 1, page 1, lines 3 through 5, by deleting on each line "8" and inserting "8.5".

the drafter would write

A §1 p.1 1.3-5 D on ea line "8" I "8.5".

If the final copy were to read:

Amend sec. 2, page 1, line 13, by deleting the period and adding after "year": "or $200 in any one transaction."

the drafter would write

A §2 p.1 1.13, D period and add after "year": "or $200 in any one transaction."

If the final copy were to read:

Amend sec. 99, page 27, by deleting lines 14 through 32 and inserting:
"Sec. 99. (Deleted by amendment.)"

The drafter would write

A §99, p.27, D 1.14-32 and I:
"Sec. 99. (Deleted by amendment.)"

(f) Conference committee reports. When the senate and assembly cannot agree upon the final amendments to a bill and there is a general desire to pass it if some agreement can be reached, a series of three joint "conference committees" consisting of an equal number of members from each house are appointed. The purpose of the conference committee is to reach mutual accord concerning the final form the bill is to take in preparation for final passage. Any one of the three (termed "first," "second," and "third" committees on conference) may finally agree, but if none of the three are able to reach a solution, the bill in question automatically dies. Beginning with the first committee, each must submit a report to both houses, either refusing to agree, or stating that agreement has been reached and including the terms of the agreement. When new amendments are a part of the report, they are drafted using the appropriate reprint of the bill, typed on amendment blanks (thus acquiring individual amendment numbers), and the new amendment numbers are included and the contents of the amendments incorporated by reference in the report of the conference committee.

9. Editing Procedure.

The function of an editor is to check and coordinate the work of bill drafters and typists. It is the editor's responsibility to see that bills are in correct over-all form, that all necessary parts of a bill are included, that insertions and deletions have been made correctly, that the bill is consistent and its language makes sense, that the summary and title of the bill are correctly drafted, and that all errata and internal references relating to NRS, as well as internal references within the bill, have been considered and are included, if necessary, and are correct.

In addition, the editor must anticipate what will possibly confuse the typist and write necessary clear instructions and remarks to the typist on the rough draft. It is the typist's responsibility to follow directions, both on the BDR worksheet and on copy, and type the bill in correct form from the rough draft, see that it is proofread, properly corrected and returned to the editor. Correction marks made by proofreaders in the margin will be left so that the editor can check each copy to see that satisfactory corrections have been made by the typist. The marks are erased as checked. The editor will also scan the typed copy to be sure additions and deletions have been made correctly and instructions have been followed. An over-all scanning for bill control cards, filling in of blanks with initials and dates, gathering order, proper backs, and any other irregularity is the last job of the editor before a final okay of the bill for delivery.

All editors' marks are made in red ink or pencil to distinguish between those and the inserts made by bill drafters and other staff members. It is the editor's responsibility to answer typists' questions, or those of their supervisor, and resolve substantive problems arising in the course of editing by discussion with the legislative counsel or his chief deputy.

In order to do an effective job and produce a complete, correct and visually presentable measure, the editor is required to be thoroughly familiar with the instructions contained in the Bill Drafting Manual, the United States Government Printing Office Style Manual, the contents, form and construction of Nevada Revised Statutes and the session laws, and with the procedures followed in the legal division office.

10. Typing; Proofreading; Gathering Procedure; Form.

It is the typist's responsibility to produce final copy for delivery to the requester, using the approved and edited rough draft and translating its contents into a uniformly spaced, presentable bill, in correct form, properly spelled, and as perfectly accurate as possible. While speed is desirable, accuracy is essential; and no step in the process of final bill production should be passed over in an effort to hurry completion. The typist should use care in reading and interpreting marks on the draft copy, since handwriting and penciled signs can often be misleading; and it follows that the proofreader and checker must do the same.

An effort is made by the bill drafters and the editors to make all bills conform to correct rules of grammar, style and form before they are received by the typist. However, this does not relieve the typist of the responsibility of being familiar with the general appearance and organization of NRS, its form and style, the United States Government Printing Office Style Manual, and this manual. She should also be familiar with the office practices and procedures of the legal division, and should have good knowledge of spelling and English. If possible errors are detected by the typist in copy, she should not make any changes on her own, but should consult her supervisor.

Specifically, the typist's attention is directed to the following parts of this manual for concentrated study, for in most cases their contents are not repeated in this part:

Part 1. General Instructions; Office Rules and Policy
Part 2. Definitions of Terms; Abbreviations and Symbols
Part 5. Bills: Construction; Parts; Arrangement
Part 6. Resolutions
Part 11. Bill Control Cards; Filing and Record Keeping
Part 12. Samples

(a) BDR worksheets (request sheets). The rough draft comes to the typist covered by a numbered BDR worksheet, which is the record of the measure's production history from the time of its beginning by request of a sponsor to its eventual completion by the typist and return to the legislative counsel for delivery. The BDR worksheet contains, in addition to the file number, name of the requester of the bill and house of the legislature where it will be introduced, instructions to the bill drafter concerning the subject and its handling, pertinent references and cross references, blanks for dates and names or initials of drafter, researcher and editor. The last segment of the form contains Instructions to Typist.

The typist's first step before proceeding to set up and type the bill is to read the Instructions to Typist. If none appear in the blanks provided, the typist may assume that standard procedure is to be followed, that is, to go through the usual steps toward completion of the bill, making the standard number of copies. The Instructions will contain exceptions to normal procedure (such as additional copies required, deviation from form, exceptional priority).

If a large red-stamped PRIORITY appears in the middle of the BDR worksheet, no effort is to be spared to produce it at once regardless of extra time involved or other work which must be laid aside. If RUSH appears on the BDR worksheet, the measure comes second in priority to the PRIORITY bill but before any other unstamped measures.

When the bill is typed, proofread, corrected and gathered, the blanks at the bottom of the BDR worksheet should be filled in before returning to the legislative counsel.

(b) Typing the bill or resolution. To illustrate the following instructions, samples appear in Part 12 of this manual.

(1) Methods of reproduction. Depending on the time available, the workload on the various office machines and the length of the bill, as well as the number of copies required, the following methods of reproduction are utilized:

Carbon paper: When the standard nine copies of a short bill or resolution are needed.

Mimeograph: When the bill or resolution is long and a great many extra copies are needed. The mimeograph is the fastest means of reproducing large quantities of material.

Xerox: When extra copies are required, particularly if the mimeograph is already in use, or when acceptable draft copy can be used as the basis for a Xerox master, or when corrections to a typed measure must be made.

Bill drafting paper is 14" long, and carbon paper 1/2" longer is available. The carbon paper should not be wasted by too little use; but care should be exercised to be sure copies are easily readable, of even blackness and usable for printer's copy.

(2) Margins; spacing; number of copies; labeling. Set lefthand margin in 10 spaces from the edge of the page; set righthand margin about 3/4" in from the edge of the page.

Start typing 11 lines down from the top of the page (or six lines up from the top of the paper bail).

Stop typing about an inch from the bottom of the page.

Number pages (if bill is more than one page long) at center bottom, thus: 1.; 2.; consecutively for each additional page.

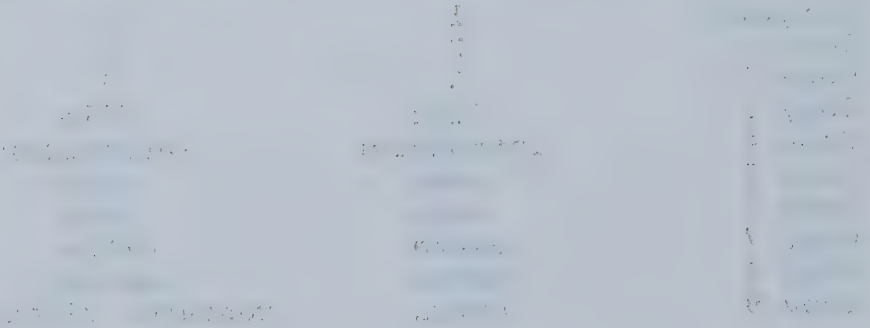
Double space the body of the bill (exceptions will be indicated by the editor).

Type nine (original and eight) copies of all bills and resolutions, plus as many extras as may be specified in Instructions to Typist. Hand write in pencil at the top of each sheet of page 1 the following:

	For bills, write:	For resolutions, write:
Original	1	1
Copy 1	2	2
Copy 2	3	3
Copy 3	file	file
Copy 4	introducer	introducer
Copy 5	desk	desk
Copy 6	desk	desk
Copy 7	extra	extra
Copy 8	extra	extra
Copy 9	extra	research director

(A) Summary. Every bill and resolution has a summary, which is single spaced. The word "SUMMARY" is typed flush with the margin followed by a dash ("--"). Immediately following the dash comes the text of the summary, and lastly the BDR number which has been taken from the BDR worksheet. It is most important to remember to include the BDR number whether the rough draft does or not! The summary as typed will appear thus:

SUMMARY--Amends law regulating control of predatory animals * * * to include rabbits. (BDR 45-340)



(B) Title. Every bill and resolution must have a title. Excepting in special and local bills, a new title is always written for each bill and resolution. For an amendatory local or special bill, the title of the original bill as last amended is copied from the appropriate volume of Statutes of Nevada. The title of any act or resolution is single spaced.

Acts amending or adding to NRS. First two words, "AN ACT", are upper case and flush with margin. Second and succeeding lines are indented five spaces from margin. Three lines are skipped between the title and the enacting clause.

Special and local acts. First two words, "AN ACT", are upper case and flush with margin. Second and succeeding lines are indented five spaces from margin. In amendatory titles the title of the act being amended is placed in quotes ending with a comma and closing quotation marks before the approval date. The words "An Act" within a quoted title are caps and lower case as shown. Careful attention should be given to quotes within quotes for correct use of single and double quotation marks. Three lines are skipped between the title and the enacting clause. A sample title follows:

AN ACT to amend an act entitled "An Act defining occupational diseases; providing for the creation and disbursement of funds for * * * regulating the * * * employees, and repealing all acts and parts of acts in conflict with this act," approved March 15, 1947.

No comma is used after the word "entitled" as shown in the above sample. The comma used just before the closing quotation mark is a substitute for the period which ended the original title. Capitalization, punctuation or words in the title being copied may not be changed, but must appear exactly as in the statute book.

Resolutions. Any resolution must indicate at the beginning of its title whether it comes from the senate or the assembly. The first line begins flush with the margin, and succeeding lines are indented five spaces from the margin. Thus:

ASSEMBLY CONCURRENT RESOLUTION--Directing chief of personnel division to make survey of jobs and work * * *.

Three lines are skipped between the title and the enacting clause or the "Whereas" clauses (preamble).

(C) Enacting clause. All bills must have the enacting clause. The enacting clause is upper cased and starts flush with the margin, the second line being centered, and is double spaced. The enacting clause for bills is always the same:

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN

SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Three lines are skipped between the enacting clause and the body of the bill.

All resolutions must have the enacting clause. (See samples in Part 12 of this manual for enacting clauses for the respective types of resolutions.)

(D) Preamble ("Whereas" clauses). Most resolutions and a very few bills are prefaced by a preamble ("Whereas" clauses). These precede the enacting clause and begin three lines after the title. The word "WHEREAS" is upper cased, indented two spaces from the margin, followed by a comma, and the first word after the comma is capitalized. The last "Whereas" clause is followed by a semicolon and the words "now, therefore," (for a bill) or "now, therefore, be it" (for a resolution). Three lines are skipped and the enacting clause is typed, for a bill or resolution as appropriate, followed with the body of the bill or resolution.

(E) Body of bill.

New bills. New bills follow NRS style and form unless the editor notes otherwise. Each new section is indented two spaces from the margin. Each section must have a number. The first section is always written out (Section 1.), and the second and succeeding sections are abbreviated (Sec. 2, Sec. 3, consecutively to the end of the bill). Section

numbers of rough copy should be checked before typing, especially in long bills, to see that they run consecutively and that there are not two sections bearing the same number.

Amendatory bills. Each new section is indented two spaces from the margin. As in new bills, the first section is always written out (Section 1.), and the second and succeeding sections are abbreviated (Sec. 2, Sec. 3, consecutively to the end of the bill). BUT for local and special acts only, the word "section" is written out for all sections being amended (not the section of the bill doing the amending). (See form for amendatory local or special bill in Part 12 of this manual.) The section being amended is a separate paragraph, indented two spaces, and beginning "Section 59. * * *".

In amending sections, language to be deleted is indicated by brackets. An open bracket is placed before the first word of such material, and a closed bracket is placed at the end. No matter how much language, whether paragraphed or not, is included in the deletion, there is only one bracket at the beginning, none in between, and one at the end. When deleting punctuation care should be taken to include within brackets such punctuation as is to be taken out. For methods of deleting and adding punctuation, see the samples in Part 12 of this manual.

New material to be added to an amendatory bill is underscored and is included in its proper order in the text of the amendatory section. Deletions come first, and additions come second, with the exception of some punctuation. (See samples.)

No underscoring is used in any bill for any reason other than to add new material. Underscoring indicates to the printer that italics is to be used in printing the bill, and italics indicates new language. Confusion could result from any deviation.

To capitalize a word that previously was not, the old word is bracketed out and the capitalized word is inserted, thus: [the] The.

Before deleting or adding a period, comma or other form of punctuation standing alone, a space is inserted thus: In addition to the previous requirements , the licensee * * *

When amending NRS, no period is ever used after the NRS number. If the body of the section begins with number 1, there is a triple space after the NRS section number, thus:

310.040 1. The director is authorized * * *

(F) Body of resolution. There are three types of resolutions: (1) a simple Senate or Assembly Resolution, (2) Assembly or Senate Joint Resolution, and (3) Assembly or Senate Concurrent Resolution. Each must state whether it is a senate or assembly resolution. The enacting clause for each will conform to the type of each resolution. Forms of headings and enacting clauses for resolutions are in Part 12 of this manual.

Paragraphs are indented two spaces from the margin. Some resolutions have more than one paragraph, in which case the first resolving paragraph ends with a semicolon and the words "and be it further". The next paragraph starts with the word "RESOLVED" in upper case, indented two, followed by a comma. The first word after the comma is capitalized.

If a resolution amends a section or sections of an article of the constitution of the State of Nevada, the section to be amended is treated the same as an amendatory section of a bill, using the constitution itself as a basis for correct copy when inserting brackets and underscored material.

(G) Leadlines. NRS leadlines are not a part of the law and should not be included in bill copy. Occasionally leadlines appear within the text of an NRS section, in boldface type, and these should be included in the bill, typed without underscoring or other identification. Special and local acts sometimes carry leadlines, which should be included in copy. Every effort is made to see that draft copy is properly marked concerning the inclusion or exclusion of leadlines showing in the draft.

(c) Sources of copy. The principal source of copy and instructions is the rough draft. However, to assure accurate and current contents appearing in sections amended, the following should be used either to copy or proofread from, or both:

NRS. Existing NRS sections are copied and proofread from Nevada Revised Statutes volumes; or the draft may be copied if sections are clipped from Nevada Revised Statutes and labeled by the editor as having been checked. In that case, proofreading should be done from NRS. Bill drafter's copy will show brackets and underscored new material.

The entire NRS section must be copied, even though only one word may be changed, including all subsections, paragraphs and segments of the outline within the section.

Locals and specials. Statutes of Nevada (session laws) are used for copying and proofreading amendatory sections of local and special acts. The statutes in the legal division contain marginal entries of the histories of acts, disposition of chapters and sections into NRS, errors and other pertinent information. Great care should be taken not to deface them in any way. Here again, an entire section must be copied in order to change even one word. No change may be made in any spelling, punctuation, capitalization or wording excepting as indicated by the bill drafter or editor.

Constitution. The Nevada constitution is the copy source for copying and proofreading proposed constitutional amendments (found in joint resolutions).

(d) Symbols. In order to save the bill drafter's time, the following abbreviations will sometimes be used. When the typist sees one of these symbols on a draft, it is her responsibility to substitute, correctly and word for word, the proper language listed below:

P & A..... This act shall become effective upon passage and approval.

Eff. Apr. 1, 1967..... This act shall become effective on April 1, 1967.

R NRS 402.835..... NRS 402.835 is hereby repealed.

R NRS ch. 284..... Chapter 284 of NRS is hereby repealed.

A NRS 402.835..... NRS 402.835 is hereby amended to read as follows:

(e) Bill control cards. When the bill has been typed and before it has been proofread, the typist will make out a "Bill Control Card" for each NRS section, chapter or Title added to, amended or repealed, by going through the bill section by section and making a card for each NRS section, chapter or Title as it appears. The following blanks at the top of each card are to be filled in by the typist. The rest of the card will be filled in separately later by others.

NRS 48.320 BDR 4-133

The BDR number is obtained from the BDR worksheet on the bill.

The typist also makes up bill control cards for all joint resolutions amending the Nevada constitution. The symbol SJR with the number of the article and section of the constitution amended appears in the upper lefthand corner of the card instead of an NRS number. The BDR number will be obtained from the BDR worksheet and should be preceded by the letter "C", thus: C-100

When redoing bills for any reason the following procedure must be followed without fail: The editor will attach previously typed bill control cards to the BDR worksheet when the redo is returned. New cards must be typed for added sections and old cards taken out which refer to sections deleted in the redo. When the redo is proofread, the bill control cards should again be proofed from the body of the bill for accuracy. This will insure an accurate set of cards conforming to the changed bill.

No bill control cards are made for local and special bills or for resolutions other than constitutional amendments.

(f) Proofreading and correcting. All bills and resolutions are proofread from the sources listed in (c) above, that is, new material, brackets and added language from the rough draft, and statutory material from its proper source--Nevada Revised Statutes, session laws or the Nevada constitution, as the case may be. Where availability of staff permits, the typist will never read or proofread her own bill. If she must participate, the typist reads aloud and copy is held by another.

All punctuation, capitalization, paragraphs and indented material will be called out by the reader and checked by

the copyholder, and meticulous attention must be given to reading and verifying the brackets and underscored new material on the draft. Spelling, grammar and style errors which have been missed before can still be caught at this point. If the bill does not seem to make sense upon reading aloud, the supervisor should be questioned concerning the possible necessity of a correction. Care should be taken in enunciating singulars and plurals (for example, if a word beginning with "s" follows a plural, it is hard to detect two "s's" in a row). "Of" and "or" should be carefully watched, since one is very often mistaken for the other and use of the wrong one can change the whole meaning of the bill.

A scanning will help assure the typist that general form has been adhered to, the BDR number has been included after the summary, pages are properly numbered and words are correctly divided. The scanning may be done by the typist or some other staff member familiar with the rules.

After the bill or resolution has been read, bill control cards are checked against the body of the bill to be sure there is a card for every pertinent section of the bill (or section of the constitution affected by a joint resolution).

All errors and typo's found in the bill should be lightly pencil marked on the original, and each page needing a correction should be gem clipped on the righthand side. Corrections should be meticulously and neatly made on all copies of the measure. Pencil marks are left on the original for the supervisor to check. No strikeovers are permitted.

(g) Gathering and backing. In assembling typewritten bills of two or more pages, after corrections are made, copies must stay in the order in which originally inserted in the typewriter, that is, original, first carbon copy, second carbon copy, consecutively through the ninth. This procedure insures the first carbon going to the printer, the second to the engrossing and enrolling clerk, the third to the legal division files and the fourth to the introducer. The original is introduced in the legislature.

Page 1, with copies in the above order, should be marked lightly in pencil about one-quarter inch from the top as shown in (b)(2) above. Then the bill should be gathered into sets of consecutively numbered pages, keeping the carbon copies in the proper sequence.

If the BDR worksheet specifies the introducer, either a senator or an assemblyman, the first three copies (original and first two carbons) are backed with either senate or assembly backs, as the case may be. If no senator or assemblyman is indicated, the first three copies are not backed but are stapled, each separately, about an inch from each side of the paper and about one-quarter inch from the top of the paper (this will allow for restapling when backs are put on, since the turndown flap on backs is only about one-half inch wide).

The fourth copy (third carbon) is for the files. The following material should be assembled with it, and, in the order set out below, stapled together in the upper lefthand corner. Beginning with the BDR worksheet on top and working down:

(1) BDR worksheet.

(2) Correspondence, in chronological order with the latest date on top.

(3) Material in any form (letter, draft, memo) from the requester.

(4) Research notes from the bill drafter (but if the drafter has prepared a memorandum addressed to the legislative counsel, it should not be stapled inside but should be gem clipped to the top of the BDR worksheet after assembling).

(5) Rough draft of bill or resolution.

(6) File copy (typed) of the finished bill (third carbon).

To gather the completed bill with all its copies and its bill control cards for return to the legislative counsel, beginning with the bill control cards on top and working down, material is stacked in the following order:

(A) Bill control cards, gem clipped in order by NRS number.

(B) File copy, assembled and stapled as listed above.

(C) Original, first carbon and second carbon, backed or properly stapled as required.

(D) Introducer's copy.

(E) Desk copies.

(F) Research director's copy (if any).

(G) Extra copies.

Depending on bulk, the assembled bill is gem clipped, rubber banded, or otherwise clipped together in the above order, the blanks are then filled in at the bottom of the BDR worksheet, and the bill is returned to the legislative counsel.

(h) Filling in BDR worksheet. When the bill is typed, proofread and gathered, the blanks at the bottom of the BDR worksheet should be filled in before the bill is turned in. After the word "Typist" go the typist's initials; after "Proofreaders," the checker's initials and the reader's initials in their labeled blanks. And after "Date completed" appears the date the bill is finished by the typist for return to the legislative counsel. The last blank is filled in not by the typist but by the legislative counsel when the bill is delivered to the requester. Additional numbered blanks are provided for use when bills are redone.

(i) Erasing books. To facilitate copying and proofreading, it is sometimes necessary to mark lightly in pencil in Nevada Revised Statutes, session laws or other sources where deletions and inserts occur. All such marks must be erased when the work is completed, and care should be taken not to deface the books permanently.

(j) Form. The following list contains information about rules of style and form most often needed, in addition to specific references to the United States Government Style Manual for additional study.

(1) Abbreviations. See Style Manual Rules 10.1-10.57, particularly Rule 10.44.

(2) Blank spaces. These usually appear in a section which is setting out a form or a statement or a tabulation. Dots are always used, never a straight line or dashes. Question any deviations. The general rule is 8 (.....) dots for a blank of one word or a sum of money; 16 (.....) dots for two or more words; 5 (.....) dots for a figure, day or year in date (except 3 dots only for 19...); 25 (.....) dots for a dateline when the year is not shown--if the year is shown use 16 dots only before year (..... 19...); 25 (.....)

dots for a blank signature line--if there is a title after the signature line, 16 dots only before the title (.....County Clerk). In case of a tabulation where a blank is called for in a column of money or otherwise, 4 (....) dots for the blank.

The typist spaces once before beginning a blank and once after the blank before beginning the next word.

(3) Capitalization.

(A) Lower case:

governor and heads of state, county and city departments
names of state, county and city funds, commissions, departments, agencies, boards
state (when used alone)
county (when not following name of specific county)
city (when not part of name of city)
supreme, district and other courts (when not used in full title of the court)
constitution (see (4) below)
legislature (Nevada):
    legislature of the State of Nevada
    legislature of Nevada
    Nevada legislature
    Nevada state legislature
    legislature (when used alone)
    senate
    senator (but Senator Black)
    assembly
    assemblyman (but Assemblyman Brown)
    53rd session of the legislature of the State of Nevada

(B) Capitalize:

Title, when used in any reference to NRS Titles
All United States Government funds, commissions, departments, titles of acts, heads of departments, when used in their full titles
Names of short titles or uniform acts in NRS (but not in quotation marks); also names of NRS chapters when mentioned in sections of NRS
State, when "State of Nevada"
County, when following specific county ("Ormsby County"--but, "county of Ormsby")

City, when part of name of city ("Virginia City")
Government, when referring to United States Government
Federal Government
Full titles of all Nevada and other courts

For capitalization other than the above, consult GPO Style Manual Rules 3.1-3.60 and 4., Guide to Capitalization.

(4) Citations.

(A) Statutes of Nevada:

Statutes of Nevada 1949
chapter 82, Statutes of Nevada 1911
section 1 of chapter 310, Statutes of Nevada 1951
Statutes of Nevada 1947, page 369

(B) Nevada Revised Statutes:

Title 54 of NRS
chapter 616 of NRS
NRS 321.010
subsection 1 of NRS 321.010
paragraph (a) of subsection 1 of NRS 321.010

(C) Federal statutes:

1 U.S.C. § 106b (U.S.C.A. is not cited)

(D) Constitution:

In all references to the constitution of the State of Nevada, the word "constitution" will not be capitalized. Capitalize the word "Constitution" in all references to the Constitution of the United States. See the following:

section 3 of article 6 of the constitution of the State of Nevada
the Nevada constitution
constitution (when written alone and referring to the Nevada constitution)
section 2 of article III of the Constitution of the United States
United States Constitution
Constitution (when written alone and referring to the Constitution of the United States)
BUT federal constitution

(E) Court and other rules.

Supreme Court Rule 4
District Court Rule 17
Rule 73(a) of Nevada Rules of Civil Procedure
Rule 73(a) of Nevada Justices' Courts Rules of Civil Procedure

(5) Compound words. Generally, no hyphen is used with short prefixes (co, de, pre, pro, non, re). General compounding rules are contained in the GPO Style Manual Rules 6.1-6.49. "7. Guide to Compounding" in the GPO Style Manual is a list of compounded words. When in doubt, the typist should ask.

(6) Forms. The editor will mark copy for spacing and form to be used on forms, tabulations and schedules. Any suggestions or questions should be directed to the supervisor, and no changes should be made by the typist without prior approval.

(7) Numerals. GPO Style Manual Rules 11.1-11.29 relate to numerals, but Rule 11.5 is to be disregarded. For time and dates, the following are used:

12 m. for noon
12 p.m. for midnight
1st Monday in January, 1st day of January, but first of January

(8) Omissions (ellipsis). For omitted material, three asterisks are used, thus: When reference * * * is made, the director will revoke the * * *. Attention is drawn to spacing when asterisks appear in the middle of the sentence, and the period added without a space when omitted material is at the end of the sentence. After the period, the typist double spaces and continues with the next sentence.

(9) Punctuation. The GPO Style Manual contains general rules of punctuation in Rules 9.1-9.131. The following may be of assistance in supplementing the information found in the Manual.

(A) Dashes. Dashes are formed by a double hyphen with no space preceding or following, thus: Dashes--Hyphens make dashes.

(B) Commas and semicolons. Rules on commas in the GPO Style Manual are 9.19-9.44, but disregard Rule 9.27. Rules on semicolons are 9.126-9.129. The following and similar expressions are set off by commas:

, in his (or its) discretion,
, as the case may be,
, from time to time,
, directly or indirectly,
, as defined (or set forth) in NRS,
, under the provisions of this chapter,

In series of single words joined by and or or, no comma is used before and or or:

All books, papers, files, letters and transactions pertaining to * * *.

In series of several words joined by and or or, a comma is used before and or or when necessary for clarity:

The transfer shall be for the benefit of a surviving spouse, child adopted during infancy, stepchild, child by blood, or grandchild.

Commas set off parenthetical phrases (one comma should not be removed while leaving the other):

The governor shall, whenever the public interest requires some action to be taken, as in time of war, insurrections, invasions, riots, or a state, district or national financial crisis, direct the closing of any or all banks.

Following is a sample of use of commas and semicolons in a typically outlined NRS section, as well as a handwritten marginal entry.

208.030 Vagrants enumerated; punishment.
1. Every idle or dissolute person:
(a) Without visible or known means of living, who has the physical ability to work; or
(b) Who wanders about the streets at late and unusual hours of the night; or
(c) Who roams the country from place to place without any lawful business,
is a vagrant.

(C) Quotation marks. A comma or period is always within quotation marks; the semicolon and other punctuation are without (except when part of quoted matter). Quotation marks are not used to enclose short titles, names of uniform acts, or names of NRS chapters. See GPO Style Manual Rules 9.110-9.125, especially Rule 9.111.

(10) Spacing.

Letter spacing. Typist double spaces after periods, colons, NRS section numbers in leadlines, numbers and letters in subsections and paragraphs; typist single spaces between letters such as: i. e.; e. g.; A. B., Plaintiff. Rules covering abbreviations in the GPO Style Manual (10.1-10.57, especially Rule 10.44) will show a variety of additional spacing situations.

Line spacing. See specific instructions on bill typing ((b) of this Part 10), and samples at the back of this manual.

(11) Spelling. GPO Style Manual Rules 5.1-5.43, especially Rule 5.2. Where words may be spelled with either "in" or "en", "en" (encumber, encumbrance, enclosure, endorse) is almost always used.

afterward	acceptor	mortgagee-mortgagor
bylaws	bailee-bailor	payee-payor
enclosure	consignee-consignor	pledgee-pledgor
endorse	drawee-drawer	obligee-obligor
subpena	endorsee-endorser	transferee-transferor
toward	grantee-grantor	trustee-trustor
upward	guarantee-guarantor	vendee-vendor
willful	lienor	cancellation
canceled	canceling	

11. Bill Control Cards; Filing and Record Keeping.

The purpose of bill control cards is to catch conflicts between bills before they are enacted into law and signed by the governor. A bill control card must accompany every bill for every section, chapter or Title of NRS amended, repealed or added to. Likewise, a control card is prepared for every joint resolution amending the Nevada constitution for every section amended or repealed and every section added. Local and special bills do not require bill control cards.

The cards are prepared using the body of the measure to indicate the NRS numbers affected. Specific typing instructions are contained in Part 10(e). Sometimes inclusive numbers are used to designate repealed NRS sections, in which case an individual bill control card must be prepared for every section included within the group of numbers. The typist checks the cards after preparation, and the editor checks them again before return of the bill to the legislative counsel for delivery.

At the time the bill is delivered for introduction, the bill control cards (which up to then have been filed in an inactive file in order by BDR number) will be filed in a Current Bill Control File in order by NRS number.

(a) Filing procedure. At the time of typing the bill, the typist will number a card for each NRS section, chapter or Title amended, repealed or added to, and insert the BDR number from the BDR worksheet on each card. The NRS numbers are taken from the body of the bill, and will be proofread from the same place. Editors recheck control cards against the body of the bill.

The cards are taken off the bills in the legislative counsel's office after the bills are finally checked, approved and completely ready for delivery and placed in an inactive file, in numerical order by BDR numbers, until the bills are delivered.

If the bill has to be redone before introduction, bill control cards are pulled from the inactive file when the bill is returned to the typist for retyping. When the redo is proofread, the bill control cards should again be proofed for accuracy. This insures new bill control cards being made for added sections and obsolete bill control cards being destroyed for deleted sections. When the redo is completed, bill control cards go back in the inactive file in numerical order by BDR number.

When a duplication of a previously introduced bill is made for a new introducer, care must be taken to change the BDR number when new bill control cards are made.

Upon delivery of the bill to the requester, the cards are placed in an active file (Current Bill Control File) in the legislative counsel's office in order by NRS number. If there is already a card in the active file for that section (or Title or chapter) number, the cards bearing the same number are gem clipped together at the top. This procedure automatically pinpoints conflicts because all amendments to one section, chapter or Title automatically fall together as they are filed, and the clips on top serve as a flag.

(b) Posting procedure. The following BDR numbers appear on the BDR worksheets when bills or resolutions are assigned for drafting:

BDR 2-104)) controlled	"2" means Title 2 of NRS
BDR C-240)	"C" means constitution (always an SJR or AJR)
BDR S-104	"S" means special or local
BDR 139	Designates all resolutions other than SJR-AJR for constitutional amendments

In the case of a bill affecting NRS, the number of the NRS section (or chapter or Title) is in the upper lefthand corner. In addition to the NRS number are entered the bill drafting request (BDR) number, date of delivery, bill number assigned upon introduction, and the bill's subsequent legislative history, including whether or not passed and signed by the governor.

The following is a sample of a typical, posted bill control card:

NRS 353.010 BDR 31-100))
))
AB/~~SB~~ 14))
))
Delivered 1-31-67))
))
Passed 2-15-67))
))
Signed 2-20-67))
))

Identical with BDR 31-280
Effective date 7-1-67
Repealer X

Deleted/added by amendment
Adopted

NO CONFLICT with ~~SB~~/SB 35

~~Senate Committee on~~ Assembly Committee on Ways and Means notified of conflict with AB/~~SB~~ 32, Date 2-8-67
CONFLICT RESOLVED by amendment No. 103; Adopted 2-9-67 in 1st reprint

[and the history of conflicts and subsequent action follows]

In the case of a joint resolution, the number of the article and section of the constitution to be amended, together with the symbol SJR (Senate Joint Resolution) or AJR (Assembly Joint Resolution), appear in the upper lefthand corner, while the BDR number includes the symbol "C," classifying the resolution as a constitutional amendment (C-369). Then follows the same history after introduction as is included in the cards controlling bills.

NRS SJR-Art.4§3 BDR C-369))

[and the same information follows as on the above card]

Individual handwritten entries are employed, to provide additional information on the status of sections, chapters and Titles listed on each card.

When the legislative counsel delivers the bill to the introducer, the cards are pulled from the inactive file, separated, the date posted in the "Delivered" blank, and filed in the active file by NRS number.

Printed copies of bills are delivered to the legislative counsel's office by the state printing office as soon as they are off the press. The printed bills have, after the summary, the BDR number in parentheses. Immediately upon receipt of the bills in the legislative counsel's office, the file clerk posts on each applicable card the bill number, which indicates that the bill has actually been introduced.

If a bill has already been introduced and subsequently a section is added or deleted by amendment, control cards must be adjusted accordingly, with a note posted: "Added (or deleted) by amendment [amendment number] Adopted [date]."

The engrossing and enrolling clerk, immediately upon receipt of bills for enrollment, notifies the legislative counsel that bills have passed both houses and are being enrolled, which information is posted on the affected control cards. If speed is vital, the legislative counsel's office can consult the chief clerk of the assembly or the secretary of the senate for advance information. These notifications are used as a basis for posting the "Passed" blank on the bill control card. The bill referred to on the form is located in the billbook, and the cards (filed by NRS number) are located by use of the body of the bill, containing every section, chapter and Title amended.

The governor's office, by agreement with the legislative counsel, telephones the counsel's office immediately upon the governor's signing any bills (the Daily Histories serve as a check to be sure all actions have been correctly noted). As the bills are signed by the governor, at the time they are enrolled, or at any point in their progress through the legislature, when the possibility of conflict is discovered by a check of the control card file and can be remedied, the appropriate legislative committees which have conflicting bills under consideration are notified that the conflicts must be resolved by amendment. Control cards are posted as soon as bills are signed. Bills pending, amending the same sections as those covered in signed bills, must be amended at this time before passage, using latest language incorporated in the law.

Further blanks are supplied on the control cards where other pertinent information is posted:

Identical with BDR_____ (makes conflict checking faster since section content can immediately be ascertained without checking the sister bill)

Effective date_____ (the effective date affects the possibility of conflict)

Repealer_____ (gives an immediate check on double repeals or the amendment of a section which is being repealed in another bill)

NO CONFLICT with AB/SB___ (instant information on later check that conflict does not exist)

There is, in addition, specific provision for posting dates of notification of committees concerning conflicts in bills under their consideration, and subsequent dates of resolution of conflicts by amendment.

(c) Procedure on discovery of conflicts. In the course of posting the bill number on the bill control card to indicate that the bill has actually been introduced, when two or more cards bearing the same NRS number are found clipped together an immediate check is made to determine:

(1) Whether any of the bills affected have passed both houses and are either at the enrollment stage or have been signed by the governor;

(2) Whether a conflict exists between the latest bill being posted and those already passed.

If a conflict is found to exist, caused either by failure to restate language of the latest amended statute or by incompatible provisions incorporated in the same section or chapter by the two bills, when the passed bill has been signed by the governor, the standing or select committee to which the latest bill has been referred is immediately notified on the following form:

CONFLICT NOTICE

Date_____

To: SENATE/ASSEMBLY Committee on_____
Chairman_____

You are hereby notified that A.B./S.B._____, now under consideration by your committee, is in direct conflict with A.B./S.B._____, which has now passed both the Senate and the Assembly and been signed by the Governor. Both bills amend NRS_____.

IT IS IMPERATIVE, therefore, that you confer with me regarding this conflict before taking any action on such bill.

Russell W. McDonald
Legislative Counsel

Sometimes conflicting bills reach the enrollment stage at the same time, and there is no opportunity to stop the progress of one or the other in committee. Here one bill is stopped by the legislative counsel, amended to conform to the one allowed to proceed to the governor's office for signature, and acted upon again by the two houses (providing the governor signs the first bill) before reenrollment. Or it is sometimes possible to amend one bill by incorporating the provisions of the other in it. The second bill in this case is killed. The legislative counsel, in following either of the above courses of action, returns the bill to be amended for the purpose of resolving the conflict directly to the house and committee of origin.

(d) Record keeping, cross referencing and indexing. For purposes of maintaining current information needed in amending and bill drafting concerning progress of bills through the legislature, and for use in preparing NRS supplements after sessions and maintaining bill drafting files, the following records are utilized and kept:

(1) List in order by chapter number, prepared by secretary of state as bills are signed and forwarded to him (secretary of state assigns chapter numbers in numerical order as he receives bills from governor).

Chapter No.	Bill No.	Date Approved
ch. 1	AB 3	Jan. 20
ch. 2	SB 1	Feb. 2
ch. 3	SB 4	Feb. 8
ch. 4	AB 31	Feb. 11

(2) Lists in order by bill number, prepared by the legislative counsel's office as bills are signed by the governor, one for the senate and one for the assembly.

Assembly Bill No.	BDR No.	Date Signed by Gov.	Ch. No.
1	3	Jan. 17	1
2	23-5	Feb. 2	6
3	etc.		
(prenumbered) 4			
5			
6			

(3) BDR cards, prepared by a clerk as bills are received in the legislative counsel's office for delivery to their requesters, one BDR card for every bill or resolution prepared. These cards are filed in order by BDR number and are used during the session for cross-referenced information giving current location of the bill, its corresponding BDR and bill numbers, and its eventual disposition. After the session, the cards are used for bill file indexing purposes, the subject matter of each measure having been entered on the cards in the space labeled "SUMMARY--". A sample BDR card follows:

BDR_____

Bill		Disposition
AB_____	SB_____	
Delivered_____		
Introducer_____		*Approved by Governor_____
Requester_____		*Chapter No._____
Resolution		
AJR_____ ACR_____	AR_____	*Enrolled and delivered to
SJR_____ SCR_____	SR_____	* Secretary of State_____
Delivered_____		*File No._____
To_____		
Introducer_____		*Other_____
Requester_____		_____

SUMMARY-- [here the measure's summary is copied verbatim]

12. Samples.

(a) Bills adding to NRS.

(1) Act to amend a chapter by adding one new section.

SUMMARY--Provides for continuance of any action or proceeding during legislative sessions if a legislator is a party or attorney for a party. (BDR 1-644)

[4 spaces]

AN ACT to amend chapter 1 of NRS, relating to courts and judicial officers generally, by adding a new section providing for continuance of any action or proceeding during legislative sessions if a member of the legislature is a party or attorney for a party; and providing other matters properly relating thereto.

[3 spaces]

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

[3 spaces]

Section 1. Chapter 1 of NRS is hereby amended by adding thereto a new section which shall read as follows:

If a party or an attorney for a party to any action or proceeding in any court or before any administrative body is a member of the legislature of the State of Nevada, or is president of the senate, such fact shall be sufficient cause * * * such adjournment or continuance shall be granted without the imposition of terms.

NOTE 1: The added section does not bear an NRS section number. A new section number will be assigned by the legislative counsel after the session if the bill has been enacted into law and when the section is incorporated in chapter 1 of NRS.

NOTE 2: Underscore entire added section.

(2) Act to amend a chapter by adding more than one new section.

SUMMARY--Empowers state quarantine officer to establish special seed crop districts. (BDR 51-663)

[4 spaces]

AN ACT to amend chapter 587 of NRS, relating to agricultural products and seeds; empowering the state quarantine officer to establish special seed crop districts; providing penalties; and providing other matters properly relating thereto.

[3 spaces]

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

[3 spaces]

Section 1. Chapter 587 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 4, inclusive, of this act.

Sec. 2. 1. As used in this section, unless the context requires otherwise:

(a) "Pest host crop" means any agricultural crop known to be a carrier or host * * *.

(b) "Restricted agricultural crop" means any agricultural crop from which * * *.

2. The state quarantine officer may, * * * specify the kinds, strains and varieties of seed which may be planted or grown in such district.

3. It is unlawful to plant or grow * * * seeds other than those specified by the state quarantine officer.

4. No restricted agricultural crop or pest host crop may be shipped * * *.

5. The state quarantine officer shall promulgate rules and regulations * * * concerning:

(a) Pest host crops;

(b) Genetic identity of seeds; and

(c) Insect pest and plant diseases.

Sec. 3. The state quarantine officer may cooperate * * *.

Sec. 4. It is unlawful to plant or grow * * *.

NOTE 1: The designations "Section 1.","Sec. 2.", and so on through "Sec. 4." pertain to the sections of the amendatory act and are not the section numbers of the NRS sections being added; therefore, DO NOT UNDERSCORE "Section 1.", "Sec. 2.", "Sec. 3.", etc.; UNDERSCORE ONLY the matter contained in sections 1 through 4, as shown above.

NOTE 2: If an added section commences with subsection 1, start right after the section number; do not drop down to a paragraph indent of two. See Sec. 2.

(3) Act to amend a Title by adding a new chapter.

SUMMARY--Adopts Private Bulk Grain Storage Law. (BDR 8-254)

AN ACT relating to private bulk grain storage; regulating the sale of grain so stored; providing penalties; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Title 8 of NRS is hereby amended by adding thereto a new chapter to consist of the provisions set forth as sections 2 to 14, inclusive, of this act.

Sec. 2. This chapter may be cited as the Private Bulk Grain Storage Law.

Sec. 3. As used in this chapter, unless the context requires otherwise:

1. "Bill of sale" means * * *.

Secs. 4 through 14 follow in same manner as above.

NOTE: Do not underscore any part of a new chapter added to a Title of NRS, per subsection 2 of NRS 218.310.

(b) Bills amending NRS.

(1) Act to amend one NRS section.

SUMMARY--Increases salary of superintendent of public instruction. (BDR 34-126)

AN ACT to amend NRS 385.170, relating to the salary of the superintendent of public instruction, by increasing the maximum limit of such salary.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 385.170 is hereby amended to read as follows:

385.170 The state board of education shall fix the annual salary of the superintendent of public instruction, which salary shall not exceed [$14,400.] $20,000.

NOTE 1: There is no period after the NRS section number.

NOTE 2: Period at end of sentence immediately following "$14,400" is included in deletion and added again with underscored material.

(2) Act to amend two or more NRS sections.

SUMMARY--Requires issuance and display of two license plates for all motor vehicles, except motorcycles and power cycles. (BDR 43-640)

AN ACT to amend NRS 482.265 and 482.275, relating to issuance, display and return of motor vehicle license plates, by requiring two license plates on all motor vehicles, except motorcycles and power cycles, after July 1, 1960; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 482.265 is hereby amended to read as follows:

482.265 1. [The] Until July 1, 1960, the department shall * * * motor vehicle. On and after July 1, 1960, the department shall furnish to every owner whose vehicle shall be registered two license plates for a motor vehicle other than a motorcycle or power cycle, and one license plate for all other vehicles required to be registered hereunder.

2. The commissioner * * * under this chapter.

Sec. 2. NRS 482.275 is hereby amended to read as follows:

482.275 1. [The] Until July 1, 1960, the number plate assigned to a motor vehicle, motorcycle, trailer and semitrailer shall be attached to the rear thereof. On and after July 1, 1960, the license plates for a motor vehicle other than a motorcycle or power cycle shall be attached thereto, one in the front and the other in the rear. The license plate issued for all other

vehicles required to be registered hereunder shall be attached to the rear thereof. Number plates shall be so displayed during the current registration year.

2. Every number plate shall at all times be securely fastened to the vehicle * * * materials and in a condition to be clearly legible.

NOTE 1: Each NRS section being amended must be set forth in a separate section of the amendatory bill.

NOTE 2: There is no period after the NRS section number.

(3) Act to amend NRS section and to repeal NRS section.

SUMMARY--Repeals law prohibiting employment of Mongolians and provides penalties for state officers having interest in state contracts. (BDR 23-278)

AN ACT to amend NRS 281.220, relating to state officers having an interest in state contracts, by specifying the term of imprisonment for officers violating the provisions of the section, and by providing for punishment by both fine and imprisonment; to repeal NRS 281.070, relating to state employment of Chinese and Mongolians; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 281.220 is hereby amended to read as follows:

281.220 1. It [shall be] is unlawful for any officer of this state to become a contractor under any contract or order for supplies, or any other kind of contract * * *.

2. It [shall be] is unlawful for any state officer to be interested in any contract made by such officer, or to be * * *.

3. All contracts made in violation of the provisions of this section may be declared void at the instance * * *.

4. Any person violating the provisions of this section, * * * of not less than $500 nor more than $5,000, or by imprisonment [.] in the state prison for not less than 1 year nor more than 5 years, or by both fine and imprisonment.

Sec. 2. NRS 281.070 is hereby repealed.

NOTE: In subsec. 4, period at end of sentence is deleted and added again after new language.

(c) Bills repealing NRS.

(1) Act repealing one NRS section.

SUMMARY--Repeals provision relating to limited-access highways and freeways. (BDR 35-475)

AN ACT to repeal NRS 402.835, relating to limited-access highways and freeways.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 402.835 is hereby repealed.

---

(2) Act repealing an NRS chapter.

SUMMARY--Repeals law relating to civil air patrol. (BDR 36-49)

AN ACT to repeal chapter 413 of NRS, relating the civil air patrol.

THE PEOPLE OF THE STATE OF NEVADA REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 413 of NRS is hereby repealed.

(d) Special and local bills.

(1) New bill without leadlines and with preamble.

SUMMARY--Makes an appropriation for support of Genoa Fort Monument for next biennium. (BDR S-104)

AN ACT making an appropriation for the support and maintenance of the Genoa Fort Monument for the biennium ending June 30, 1957.

[3 spaces]

WHEREAS, By the provisions of chapter 157, Statutes of Nevada 1947, the Genoa fort and stockade and the land upon which it is located was designated as Genoa Fort Monument and as such, * * * and maintenance; and

WHEREAS, Maintenance and support of our historical monument is a proper governmental function and for which moneys should be appropriated; now, therefore,

[3 spaces]

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

[3 spaces]

Section 1. For the biennium ending June 30, 1957, there is hereby appropriated from the general fund in the state treasury * * *.

Sec. 2. The sum of $750 of the moneys herein appropriated may be expended * * *.

Sec. 3. The moneys herein appropriated shall be paid out on approval * * * against the State of Nevada.

(2) New bill with leadlines (rare).

SUMMARY--Offers new charter to City of Elko. (BDR S-1040)

AN ACT incorporating the City of Elko, in Elko County, Nevada, and defining the boundaries thereof, under a new charter; providing that such charter shall become effective only if the original charter is repealed; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

[3 spaces]

CHAPTER I

Organization--Boundaries--Annexation of Adjacent Territory--Wards--Powers

Section 1. Creation of Municipality. All persons, inhabitants of that portion of Elko County, Nevada, embraced within the limits hereinafter set forth shall be and constitute a body politic and corporate by the name and style of "The City of Elko," and by that name * * *.

Sec. 2. The Annexation of Adjacent Territory--Manner of Procedure.

1. Territory adjoining and contiguous to the corporate limits of the city of Elko may be annexed to the city upon application therefor in writing describing such territory by metes and bounds, signed by * * *.

2. If at any time before or after the effective date of this act, the legislature * * *.

(more)

Sec. 3. Wards. The city of Elko shall consist of four wards for the purpose of convenience of holding elections, but * * *.

Sec. 4. Specific Powers. The city shall have and be vested with all the rights, powers, property, * * *.

NOTE: Leadlines are typed in plain pica type, with no underscore. They may be caps and lower case, as shown above, first word capped and the rest lower case, or all caps, depending on the organization of the measure being prepared. Some bills have subheads such as the one illustrated (in this case, a chapter with a subtitle), and some merely have leadlines with no further breakdown.

(3) Amending Statutes of Nevada (session laws).

(A) Section which has not been amended since enactment:

Section 1. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, at page ___, is hereby amended to read as follows:

(B) Section which has been amended but once since enactment:

Section 1. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as amended by chapter ___, Statutes of Nevada ___, at page ___, is hereby amended to read as follows:

(C) Section which has been amended more than once since enactment:

Section 1. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as last amended by chapter ___, Statutes of Nevada ___, at page ___, is hereby amended to read as follows:

(D) Section which was added by succeeding act:

Section 1. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as added by chapter ___, Statutes of Nevada ___, at page ___, is hereby amended to read as follows:

(4) Adding to Statutes of Nevada (session laws).

Section ___. The above-entitled act, being chapter ___, Statutes of Nevada ___, at page ___, is hereby amended by adding thereto a new section to be designated as section ___, which shall immediately follow section ___ and shall read as follows:

(5) Repealing.

(A) Section which has not been amended since enactment:

Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, at page ___, is hereby repealed.

(B) Section which has been amended but once since enactment.

Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as amended by chapter ___, Statutes of Nevada ___, at page ___, is hereby repealed.

(C) Section which has been amended more than once since enactment:

Section ___. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as last amended by chapter ___, Statutes of Nevada ___, at page ___, is hereby repealed.

(D) Section which was added by succeeding act:

Section ___. Section ___ of the above-entitled act, being chapter ___, Statutes of Nevada ___, as added by chapter ___, Statutes of Nevada ___, at page ___, is hereby repealed.

(6) Amending both title and section of act:

(Title of bill)

AN ACT to amend the title of and to amend an act entitled, "* * *," approved * * *.

(Body of bill)

Sec. 5. The title of chapter 486, Statutes of Nevada 1965, at page 1289, is hereby amended to read as follows:

An Act appropriating moneys from the general fund [and the fish and game fund] in the state treasury for the support of the state planning board in carrying out a program of capital improvements (and copy the rest of the title exactly as is).

(e) Section containing a fee schedule.

Sec. 2. Justices of the peace in Ormsby, Humboldt, Elko and Eureka counties shall be allowed the following fees:

[5 indent] For filing each paper.....$0.25

For entering cause in docket..... .50

For copy of any judgment, order, docket, proceeding

[carryover 7 indent] or paper in his office, per folio..... .25

For certifying to oath or affirmation..... .25

NOTE: Further fee breakdowns are indented 10, carryovers 12; next indent 15, carryover 17.

(f) Section containing a form.

Sec. 7. The bench warrant must be substantially in the following form:

State of Nevada)
) ss.
County of .....)

The State of Nevada to any sheriff, * * *

Given, by order of the court, under my hand with the seal of the court affixed, this ..... day of ....., 19...

(SEAL)

.....
E. F., Clerk

(g) Resolution titles and enacting clauses.

(1) Senate.

SENATE RESOLUTION--Expressing best wishes of members of senate to former Senator and Mrs. Herman D. Budelman.

RESOLVED BY THE SENATE OF THE STATE OF NEVADA,

SENATE JOINT RESOLUTION--Memorializing the Congress of the United States to approve legislation designed to provide a stabilized market for the products of domestic mines.

RESOLVED BY THE SENATE AND ASSEMBLY OF THE STATE OF NEVADA, JOINTLY,

---

SENATE CONCURRENT RESOLUTION--Requesting the return to the senate from the governor's office of Senate Bill No. 95.

RESOLVED BY THE SENATE OF THE STATE OF NEVADA, THE ASSEMBLY CONCURRING,

---

(2) Assembly.

ASSEMBLY RESOLUTION--Commending the press for the news coverage of the 52nd session of the Nevada legislature.

RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA,

ASSEMBLY JOINT RESOLUTION--Ratifying a defense plan to provide a secondary line of defense railway from San Pedro, California, to Portland, Oregon, via * * *.

RESOLVED BY THE ASSEMBLY AND SENATE OF THE STATE OF NEVADA, JOINTLY,

---

ASSEMBLY CONCURRENT RESOLUTION--Pledging support of the people of the State of Nevada to the President of the United States and the National Government.

RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA, THE SENATE CONCURRING,

(h) Resolutions.

(1) Simple or one-house resolution.

SUMMARY--Provides allowance for assembly members for periodicals, stamps and stationery. (BDR 7)

SENATE RESOLUTION--Providing an allowance for each member of the assembly for periodicals, stamps and stationery.

RESOLVED BY THE SENATE OF THE STATE OF NEVADA, That the sum to be allowed each member of the senate for the 1966 special session for periodicals, stamps and stationery, as provided by law, be the sum of $30, and that the same be certified by the speaker and chief clerk to the state controller, who is authorized to draw his warrants therefor on the legislative fund, and the state treasurer is thereafter authorized to pay the same.

SUMMARY--Memorializes the late Assemblyman Clarence R. Ruedy. (BDR 64)

[4 spaces]

ASSEMBLY RESOLUTION--Memorializing the late Assemblyman Clarence R. Ruedy.

WHEREAS, With the death of Clarence R. Ruedy on April 6, 1965, the State of Nevada lost a respected civic leader, who was dedicated to public service and truly a native son of Nevada; and

WHEREAS, Clarence R. Ruedy was a lifetime resident of Nevada, educated in the Carson City schools and was for 17 years a well-known businessman in Reno before spending several years * * *; and

(more)

WHEREAS, Mr. Ruedy, whose constant active devotion to governmental affairs will be long remembered, served with distinction as an assemblyman from Washoe County in * * *; and

WHEREAS, In addition, Clarence R. Ruedy was also devoted to civic affairs as treasurer for the Washoe County Republican Central Committee, past president of * * *; now, therefore, be it

RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA, That the condolences of the members of the 1966 special session of the legislature of the State of Nevada are hereby extended to the surviving family and relatives of the late Clarence R. Ruedy; and be it further

RESOLVED, That a copy of this resolution be prepared and transmitted forthwith by the legislative counsel to the grandson of the deceased, Mr. Howard Ruedy.

NOTE: See last resolving clause, directing legislative counsel to transmit copies.

(2) Concurrent resolution.

SUMMARY--Directs state planning board to discontinue plans for demolition of state capitol. (BDR 1169)

SENATE CONCURRENT RESOLUTION--Directing the state planning board to discontinue plans for demolition of state capitol

WHEREAS, The state capitol in Carson City is of substantial cultural and historic value * * *; and

WHEREAS, This historic building is a symbol * * *; and

WHEREAS, The master plan of the state planning board provides for the demolition of the present state capitol and the construction of a modern replacement of the site; and

WHEREAS, It is better to preserve and repair than destroy * * *; now, therefore, be it

RESOLVED BY THE SENATE OF THE STATE OF NEVADA, THE ASSEMBLY CONCURRING, That the state planning board is hereby directed to discontinue any plans, * * * until such time as authorized by a like resolution.

(3) Joint resolutions.

(A) Amending the Nevada constitution.

SUMMARY--Repeals the constitutional limitation on the length of legislative sessions. (BDR C-300)

ASSEMBLY JOINT RESOLUTION--Repealing section 29 of article 4 of the constitution of the State of Nevada, relating to duration of regular and special sessions of the legislature.

RESOLVED BY THE ASSEMBLY AND SENATE OF THE STATE OF NEVADA, JOINTLY, That section 29 of article 4 of the constitution of the State of Nevada is hereby repealed.

NOTE: Numerals in constitution citations conform to those (Roman or Arabic) exactly as they appear in constitution copy at back of NRS.

SUMMARY--Proposes constitutional amendment to allow legislature to exempt property of members and veterans of the Armed Forces of the United States from taxation. (BDR C-170)

SENATE JOINT RESOLUTION--Proposing an amendment to article 10 of the constitution of the State of Nevada, relating to taxation, by adding a new section allowing the legislature to exempt property of members and veterans of the Armed Forces of the United States from taxation.

RESOLVED BY THE SENATE AND ASSEMBLY OF THE STATE OF NEVADA, JOINTLY, That article 10 of the constitution of the State of Nevada be amended by adding thereto a new section which shall read as follows:

(more)

Section 3. In addition to any exemptions from taxation provided for in section 1 of this article, the legislature may by general law exempt from taxation, in an amount which the legislature may determine, property of persons who have served, at such times as the legislature may determine, in the Armed Forces of the United States.

NOTE: "Section 3." is underscored because it is an actual section number added to the constitution.

SUMMARY--Proposes to amend the Nevada constitution by authorizing the legislature to impose a tax upon motor vehicles in lieu of the property tax, and by excepting the proceeds of such tax from the requirement that the proceeds of certain taxes, licenses and fees be used exclusively for public highway purposes. (BDR C-303)

ASSEMBLY JOINT RESOLUTION--Proposing to amend section 5 of article 9 and section 1 of article 10 of the constitution of the State of Nevada, relating to the proceeds of certain taxes, licenses and fees and to taxation, by authorizing the legislature to provide for a tax upon motor vehicles in lieu of an ad valorem property tax, and by excepting the proceeds of any such tax from the requirement that the proceeds of certain taxes, licenses and fees be used in the repair, maintenance and construction of public highways in the state.

RESOLVED BY THE ASSEMBLY AND SENATE OF THE STATE OF NEVADA, JOINTLY, That section 5 of article 9 and section 1 of article 10 of the constitution of the State of Nevada be amended to read as follows:

(more)

Section 5. The proceeds from the imposition of any license or registration fee and other charge * * * for the construction, maintenance, and repair of the public highways of this state. The provisions of this section do not apply to the proceeds of any tax imposed upon motor vehicles by the legislature in lieu of an ad valorem property tax.

Section 1. The legislature shall provide by law for a uniform and equal rate of assessment and taxation, and shall prescribe * * * and securities and choses in action of like character are deemed to represent interest in property already assessed and taxed, either in Nevada or elsewhere, and shall be exempt. The legislature may exempt motor vehicles from the provisions of the tax required by this section, and in lieu thereof, if such exemption is granted, shall provide for a uniform and equal rate of assessment and taxation of motor vehicles, which rate shall not exceed five cents on one dollar of assessed valuation. No inheritance or estate tax shall ever be levied, and there shall also be excepted such property as may be exempted by law for municipal, educational, literary, scientific or other charitable purposes.

(B) Ratifying amendment to United States Constitution.

SUMMARY--Ratifies proposed constitutional amendment prohibiting abridgment of right to vote in federal elections for failure to pay certain taxes. (BDR 432)

SENATE JOINT RESOLUTION--Ratifying a proposed amendment to the Constitution of the United States providing that the right to vote in federal elections shall not be abridged by reason of failure to pay a poll or other tax.

WHEREAS, Both houses of the 87th Congress of the United States of America, by a constitutional majority of two-thirds thereof, adopted the following resolution proposing to amend the Constitution of the United States of America:

RESOLVED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That the following article is hereby proposed as an amendment to the Constitution of the United States, which shall be valid to all intents and purposes as part of the Constitution only if ratified by the legislatures of three-fourths of the several States within seven years from the date of its submission by the Congress:

ARTICLE.....

Section 1. The right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any State by reason of failure to pay any poll tax or other tax.

Sec. 2. The Congress shall have power to enforce this article by appropriate legislation.

now, therefore, be it

RESOLVED BY THE SENATE AND ASSEMBLY OF THE STATE OF NEVADA, JOINTLY, That such proposed amendment to the Constitution of the United States of America be, and it hereby is, ratified by the legislature of the State of Nevada; and be it further

RESOLVED, That a true copy of this resolution be delivered by the legislative counsel to the secretary of state for his certification and transmittal to the Administrator of General Services pursuant to 1 U.S.C. § 106b.

NOTE: Text of amendment to federal constitution is indented five spaces and paragraphed at seven.

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